

## 2012 West Central 4-H Light Horse Show Planning Checklist

Duty	Person Responsible/Phone #	Who to Contact	Completed Date
Book Facilites	Lori Stuart	Westerner	
Budget/Financial Statement	Vicki Lattery		24-Jan-12
Entry Forms	Show Secretary		
Entries/Numbers	Show Secretary		
Program	Show Secretary		
Numbers	Show Secretary		
Trophies/Voting	Executive		
Duty Schedules	Show Secretary		
Thank you Cards	All member of Committee		
Rule Update/Review	Not Needed - Bits document will be completed		
General Show Steward (Fri and Sat)	Lori Stuart	Lorne Anderson	
<b>English Events</b>			
Judge - English	Lori Stuart		
Judge - Dressage	Lori Stuart		
Dressage Gate & Runner (2)	Lori Stuart		
Tack Steward - English	Blindman Light Horse		
Ring Steward - English	Winfield Gait Riders		
Dressage Ring Set-up	Shadow Riders		
Hunter Jumper Set up	Winfield Gait Riders Shadow Riders		

## Western Events for Friday/Saturday

Duty	Person Responsible/Phone #	Who to Contact	Completed Date
Announcers #1: Fri/Sat/Sun	Winfield Gait Riders	Russ Finley	24-Jan-12
Announcers #2: Sat/Sun morning	Ron Taylor	Blake Taylor	
Judge #1 - Levels 4-7 Reining/Judging: <b>All day Sat.</b>	Lori Stuart		
Judge-Western-Levels 1-4 <b>All day Sat + 1/2 day Sun</b>	Lori Stuart		
Western Classes set up Post Patterns, get/set-up cones, etc.	Bits & Spurs		
Trail Judge #1 - Fri	Lori Stuart		
Trail Judge #2 - all day Sat + 1/2 day Sunday - Command judging	Lori Stuart		
Trail Classes set up	West Central Rebel Riders		
Need: Gate & Bridge	Shadow Riders		
Tack Steward #1 - Trail: Fri PM and Sat All Day	Winfield		
Tack Steward #2 for Ring 1 - All Day Saturday (Indoor)	Red Deer Horseman/ Winfield Gait Riders	Trish French	
Tack Steward #3 for Ring 2 All day Saturday (Outdoor)	Red Deer Horseman		
Ring Steward #1 for Ring 1 All Day Saturday (Indoor)	Blindman Light Horse	Del Burns	
Ring Steward #2 for Ring 2 All Day Saturday (Outdoor)	Tees Wranglers		
Parade Clubs -Collect Info sheets, marshall parade, introductions	Coal Lake Lighthorse		
O'Canada singer for Parade of Clubs (Sat @ noon)	Coal Trail		

### Sunday Events

<b>Duty</b>	<b>Person Responsible/Phone #</b>	<b>Who to Contact</b>	<b>Completed Date</b>
Spotters for Outdoor Ring Command Class	Bits & Spurs		
Spotters for Indoor Ring Command Class	Shadow Riders		
Level 1-3 Game 1	Red Deer Horsemen		
Level 1-3 Game 2	Tees Wranglers		
Level 1 - 3 Game 3	Coal Trail		
Level 1 - 3 Hitching Ring	Laurie Montgomery		
Gymkhana Set up - indoors	Noble Riders		
Gymkhana Timers,	Noble Riders		
Recorders, Rakers, etc.	Noble Riders		

### Other Duties

<b>Duty</b>	<b>Person Responsible/Phone #</b>	<b>Who to Contact</b>	<b>Completed Date</b>
Book DJ	Tees Wranglers		
Trade Fair? Swap? Silent Auction	All to look and bring to next meeting		
Ribbons: Ordering (Inventory)	Leslieville		
Sponsors	Lori Sierpinski - Servus Credit Union Dug Hunt - Red Deer Oilmen's Vicki Lattery - RD County		
Club Uniform Pictures: Collection and make poster for Saturday	New Norway		
Parking	Dug Hunt		
Hostess for Judges	Leslieville		
Drill Team	Lori Stuart		

Golf Cart (Show executive)	Dug Hunt		
Juice/Coffee CO-OP	Noble Riders		
Radios-Pickup/Return (15)	Dug Hunt		
Book a Vet to have available as needed	Virginia Neddo		
Farrier available as needed	Virginia Neddo		
First Aid (EMT)	New Norway		
Barn Boss/Stabling	Ponoka Renegade Riders		
Photographer	Lori Stuart	Digital Sports Photography	
Book Hotel Rooms for judges, announcers, etc.	Vicki Lattery		
Arrange for 4 Judging Horses	Red Deer Horsemen		
Dance Supervision	Bits & Spurs; Round Hill; Silver Valley		
Door Prizes for Dance	Coal Lake Lighthouse		
Club Contact Sheet for Show with Contact Cell number listed	Lori Stuart		
Shavings	Vicki Lattery		
Chalk and Chalkers	West Central Wranglers Leslieville Trail Trotters		
Electronic Timers	Lakedell, with Virginia Neddo and Leslieville Trail Trotters as Backup		