

## 2011 West Central 4-H Light Horse Show Planning Checklist

Duty	Person Responsible/Phone #	Who to Contact	Completed Date
Book Facilites	Lori Stuart		
Budget/Financial Statement	Treasurer		
Entry Forms	Show Secretary		
Entries/Numbers	Show Secretary		
Program	Show Secretary		
Numbers	Show Secretary		
Trophies/Voting	Executive and Show Secretary		
Duty Schedules	Show Secretary		
Thank you Cards	All members of Committee		
Rule Update/Review	Committee		
General Show Steward (Fri and Sat)	Connie Kluzney and Lori Stuart	Dwayne Grover and Poss Dale Addrey. Kippy for English	
<b>English Events</b>			
Judge - English	English Judge Committee - Deb Buffalo, Connie Perreault and Rhonda Vick	Laura-Jean Haga	Note: Debbie moved to pay with Fuel card and Amanda second. All in favour.
Judge - Dressage	English Judge Committee - Deb Buffalo, Connie Perreault and Rhonda Vick	Christina Seidel	
Dressage Gate & Runner (2)	Shadow Riders		
Tack Steward - English and Dressage	Blindamn (Wendy)	Amanda Penner and Isabelle Forstram	
Ring Steward - English	Ruth Macaborski	Ashley Rowland	
Hunter Jumper Set up	Shadow Riders and Windield		
Dressage Ridn Set Up	Shadow Riders (Rhonda Vick) Can set this up Thursday evening		

## Western Events for Friday/Saturday

Duty	Person Responsible/Phone #	Who to Contact	Completed Date
Announcers #1: Fri/Sat/Sun	Connie Kluzney	Russ Finley	Note Room for Fri and Sat.
Announcers #2: Sat/Sun	Ron Taylor (Shadow Riders)	Blake Taylor - Committee to pay for fuel	
Judge #1 - Levels 4-7 Reining/Judging: <b>All day Sat.</b>	Western Judges Committee - Stacey Brown, Laurie Montgomery, Laura Maylk	Terry Jarret	Lori Stuart needs address
Judge-Western-Levels 1-4 <b>All day Sat + 1/2 day Sun</b>	Western Judges Committee - Stacey Brown, Laurie Montgomery, Laura Maylk	Marianne Jensen	Infor to Lori Stuart
Western Classes set up (Post patterns, get/set up cones, etc.) Both Arena's	Bits and Spurs		
Trail Judge #1 - Fri	Western Judges Committee - Stacey Brown, Laurie Montgomery, Laura Maylk	Reinea Carlson - Levels 1-3	
Trail Judge #2 - all daySat + 1/2 day Sun(command )	Western Judges Committee - Stacey Brown, Laurie Montgomery, Laura Maylk	John Reimer	
Trail Classes set up	Blindamn (Wendy)	Set up Thursday	Need patterns
Need: Gate & Bridge	Blindamn (Wendy)	Ron to supply	Prior to Show
Tack Steward #1 - Trail: Fri PM + Sat	Connie Kluzney (Winfield)	Pam French	
Tack Steward #2 for Ring 1: All day Sat	Decision Feb Meeting	Trish French	
Tack Steward #3 for Ring 2: All day Sat	Crestemere Multi Club	Matthew Paton	
Ring Steward #1 for Ring 1: All day Sat (Indoor)	Blindamn (Wendy)	Del Burns	
Ring Steward #2 for Ring 2: All day Sat (Outdoor)	Decision Feb Meeting	Nichole Han	
Parade Clubs - Collect info sheets Marshall Parade Introductions	Coal Lake light Horse	Infor sheets with entry forms	
O'Canada singer for Parade of Clubs (Sat @ noon)	Westaskiwin Light Horse	Lorenn Krebs	

## Sunday Events

Duty	Person Responsible/Phone #	Who to Contact	Completed Date
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Spotters for Outdoor Ring Command Class	Connie Kluzney (Winfield)		
Spotters for Indoor Ring Command Class	Shadow Riders and Silver Valley 4H		
Level 1-3 Set up outdoors	Red Deer Horseman, Tees Wranglers, Coal Trail Trotters		
Level 1-3 Games - Outdoors - 3 Clubs	Tees and Coal Trail Trotters Red Deer Horseman 4H		
Gymkhana Set up - indoors	Crestemere Multi Club		
Gymkhana Timers, Recorders, Rakers, etc.	Noble Riders		

### Other Duties

Duty	Person Responsible/Phone #	Who to Contact	Completed Date
Book DJ	Tees Wranglers	Lone Wolf Booked at \$400.00	
Trade Fair? Swap? Silent Auction	Silver Valley (Stacey Brown)		Estimated 4 to 5 Vendors
Ribbons: Ordering (Inventory)	Leslieville		Treasurer has bill
Sponsor	West Central Wranglers	Red Deer County sponsor \$3000.00	New Sponsor Red Deer Oilman for \$2500.00
Club Uniform Pictures: Collection and make poster for Saturday	Crestemere Multi Club	Lori Fairbrother	
Parking	Doug Hunt (West Central Wranglers)		
Hostess for Judges	Leslieville		
Drill Team/Judges	Western Judges Committee - Stacey Brown, Laurie Montgomery, Laura Maylk	John or Rhonda Reimer	
Golf Cart (Show executive)	Connie Kluzney		
Juice/Coffee CO-OP	Noble Riders		
Radios-Pickup/Return (15)	West Central Wranglers	Ordered by Doug Hunt	
Book a Vet to have available as needed	Bring Names and numbers to Feb Meeting and list will be made and posted	Lori Fairbrother	
Duty	Person Responsible/Phone #	Who to Contact	Completed Date
Farrier available as needed	Bring Names and numbers to Feb Meeting and list will be made and posted	Lori Fairbrother	Will be in Show Pkg.

First Aid	New Norway	Ken Warawa	Book room for Fri and Sat
Barn Boss/Stabling	Silver Valley (Virginia Neddo)		
Photographer	Lori Stuart	Digital Sports	
Book Hotel Rooms for judges, announcers, etc.	Vicki (Treasurer)		
Arrange for 4 Judging Horses	Red Deer Horseman 4H		
Dance Supervision	Round Hill and Bits and Spurs		
Door Prizes for Dance	Round Hill and Wetaskiwin Light Horse		
Shaving	Vicki (Treasurer)	Little Shaver (olds)	Ordered cost \$1199.00
Chaulkers	Lesliville and Doug Hunt (West Central Wranglers)		
Safey Chaulk	Doug Hunt (West Central Wranglers)		3 needed for Sunday
Electonic Eys	Debbie Buffalo said she would check availability. Poss. 2		