

Beef Show and Sale Planner

Date	Location

Beef Committee Chairman: **Name** _____

Phone _____

Committee Secretary: **Name** _____

Phone _____

Committee Treasurer: **Name** _____

Phone _____

Show/Sale Manager **Name** _____

Phone _____

I. Expected Numbers

Club	Steers	Hfrs	Pen of Three	2 Yr. Old	3 Yr. Old	Carcass
Totals						

II. Officials - Interclub Competition

Position	Person Responsible *	Who Will Be Asked
Conformation Judge - Steers		1.
		2.
		3.
Conformation Judge - Heifers		1.
		2.
		3.
Senior Showmanship Judge		1.
		2.
		3.
Junior Showmanship Judge		1.
		2.
		3.

* Please send a confirmation letter after you have made initial contact by telephone. You should indicate what you are willing to pay the judge in the initial contact to see if this is okay. A confirmation letter should indicate when to arrive, times of show, and exactly what they will be judging. (See sample at end of the planning sheet)

NOTE - Committees are responsible for payment of judges.

Position	Person Responsible	Who Will Be Asked
Announcer		
Ringman or Ringmen		
Marshall (s)		
Stall Competition Judge (s)		
Judging Card Marker		
Clerk/Show Results*		
Photographer		
Present Ribbons		

III. Committees

Food Committee - 1. _____
 2. _____

Trophy/Banner/Awards Committee 1. _____
 2. _____

Ribbons for Interclub Show 1. _____
 2. _____

Advertising Committee* - Members 1. _____
 2. _____

Budget: **Radio** _____
 Newspaper _____
 Other _____

* responsible for providing the media with show results

IV. Facilities

Item	Person Responsible	Who Will Be Asked
Sign Rental Agreement		
Pay Rent		
Public Address System		
Backdrop for Photographer		
Arena Set Up	TIME -	DATE -
Bedding/Shavings		
Stabling/Barn Boss		
Get Scale		
Weigh Master		
Record Weights/Check Tags/ Calculate Rate of Gain		
Night Watchman		
Barn Clean-up		
Contact Brand Inspector		

VII Award Presentations

Time _____ **Location** _____ **Date** _____

III Sale

Time _____ **Location** _____ **Date** _____

Sale Catalogue Order - Please list specifically how the catalogue is to be printed. Eg. alphabetically by members last name, random selection, placings, ear tag number, etc. When do Club and Grand Champions sell?

Terms and Conditions of Sale

Make Cheques Payable To: _____

Shrink - _____ **Percent**

Trucking Arrangements - _____

Commission _____

Duty	Person Responsible	Who Will Be Asked
Auctioneers		
Sale Catalogue Typing		
Sale Catalogue Printing		
Clerking of Sale		
Bid Takers (Ringmen)		
Sale Slip Runners		
Buyer Appreciation Certificate		
Fill Out Sale Slips (before sale)		
Prepare Weighout Sheets		
Prepare Sheets for Results		
Contact Truckers		
Contact Packers for Prices		
Check Out/Loading Cattle		

IX Carcass Show

Weigh In Time _____ **Location** _____ **Date** _____

Viewing Time _____ **Location** _____ **Date** _____

Carcass Judge 1. _____

2. _____

Mark Carcass Judging Cards 1. _____

2. _____

X. Post Show

Thank you Letters or cheques to:

Judges (conformation, showmanship, stall, etc.) _____

Master of Ceremonies _____

Ringmen _____

Auctioneer _____

Clerk _____

Marshalls _____

Truckers _____

Others _____
