



# American Dairy Goat Association

P.O. Box 865 • Spindale NC 28160 • (828) 286-3801 • Fax (828) 287-0476 • www.ADGA.org

## SUGGESTED SHOW DATE INFORMATION

**SHOW CHAIRPERSON:** Be on the grounds the night before to assist exhibitors. Be in charge all day during the judging. Announce which class is to enter the ring and which class should have their animals at ringside. Announce class wins and assist the Judge in any way possible. See that the Judge has coffee, water, etc. and feels welcome and at ease. It is the Chairperson's duty to see that the Judge's travel and hotel arrangements are in order, and that transportation to the show site has been arranged. Keep in mind that the use of a public address system for both the Judge and the Chairperson adds tremendously to the effectiveness of the show.

**RING STEWARD:** The Steward should have information on all classes, know how many goats are entered, and who is exhibiting. The Steward's job is to check the goats at ringside before the class starts, be sure all exhibitors are there, be sure they are in the right class and have the next class ready to walk into the ring as soon as each class is judged. If the exhibitors are not familiar with the proper way to move when the Judge indicates a particular animal be moved to another place in line, a brief demonstration would be helpful (see Unified Scorecard E.3 in ADGA Guidebook).

**BARN COORDINATOR:** A committee member whose job is to assign pens and help exhibitors as they arrive. He/she should greet them; make them feel welcome and comfortable. The Barn Coordinator helps exhibitors find their pens, water hookups, restrooms, and food service.

**SHOW SECRETARY:** The single most important job. If the show Secretary is not efficient and thorough, the show will not run smoothly. The Secretary's job is to record placings with the names of animals in each class and also to hand out the ribbons. If it is a large show, the Secretary should have an assistant who can write down the placings and give out ribbons. The Secretary's most important job is to get all entries in correct classes prior to the judging and make sure the Ring Steward has a listing of each class.

**ENTRY FORM:** Enclosed you will find a workable entry form which some clubs have used successfully. When entries are received, the Secretary cuts each entry and pastes it in a notebook by breed and class, with a count of total animals in each class. From this, a listing can be made for the Ring Steward. The exhibitor's name and address should be placed on file for future mailing lists. It is very important to have a large mailing list to help increase your show attendance each year.

- ❖ **IT IS THE SECRETARY'S JOB TO FILL OUT THE SHOW REPORT IMMEDIATELY AFTER THE JUDGING OF EACH BREED.**
- ❖ **MAKE SURE THAT ALL PARTIES SIGN THE REPORT OF AWARDS AS EACH BREED IS COMPLETED.**