

# Show Organization Guidelines

Many fairs or agricultural societies are willing to include a goat show in their schedule of events, provided someone steps forward and is willing to organize it. Here are a few guidelines to help you if you would like to get a goat show up and running:

## 1. Show Committee

Don't try to organize a show by yourself. You will need the help of a few other people in order to tackle all of the different aspects involved in running a show. Usually the committee chairperson will need to act as a liaison with the Fair Board. They will need to attend certain Fair Board meetings, report on the progress of show plans, and make known to the board what they will require for facilities, etc. Other members of your show committee will be needed to help solicit sponsors and to do "run-around" work like collecting prizes and setting up pens, etc.

## 2. Facilities / Equipment

Arrange with the Fair Board to see if they will provide the following, or if you will need to:

- PENS - Arrange for sufficient pen space for the number of expected entries. Pens must accommodate goats (i.e. make sure that the goats can't walk through the rails of the pens). The size of the pen should be put on the entry form so that exhibitors know how many goats they can put in each pen. Find out if the Fair Board requires a fee per pen and list this on the entry form. Also, verify with the Fair Board that the pens must be cleaned before your show.
- SHOWRING - Find out where the showring will be set up and if the surface will be dirt, shavings or sawdust - bare concrete does not work. If the ring is outdoors, make sure that an alternative indoor ring or sheltered space will be available in case of rain.
- BLEACHERS - Arrange for sufficient space for the audience to watch the show.
- P.A. SYSTEM - The exhibitors and audience need to be able to hear the Judge's comments, so some sort of P.A. system should be in place.
- WASH BAYS - Some fairs can supply washing facilities, while others cannot. Find out if they are available and if there is a charge to use them. Publish this information in your Prize Book.
- EXTRA TABLES/CHAIRS - You will need extra tables to set up prizes and ribbons, as well as a place for your Show Secretary to sit and record the results. You may also need a place to hand out registration information as people arrive.
- PHOTO AREA - Will the Fair Board provide a photo area for winners?
- ARRIVAL AND DEPARTURE TIMES - Clarify with the Fair Board the required arrival and departure times for exhibitors.
- STALL CARDS / EXHIBITOR NUMBERS - Determine whether the Fair Board will provide stall cards (cards that exhibitors attach to their pens that list the animal's name, birthdate, sire, dam, etc.), and exhibitor numbers (numbers that the exhibitors wear in the showring that correspond with the individual animal numbers in the show catalogue).

### 3. Fundraising / Sponsors

This is the most difficult but the most vital area of any show. Without sponsors and the money and prizes they contribute, most shows cannot run. Sponsors should receive a receipt showing the amount of their donation as well as a thank you card. Typically sponsors are announced at the show, business cards are published in the show catalogue, brochures are made available for distribution at the show, banners are hung on the side of the showring, etc.

### 4. Budgets

The income and expenses of the show should be tracked. On the income side, take into account entry fees and sponsorship funds. On the expense side, consider the cost of your Judge (including judging fee, travel, accommodations, meals), prize money (if not provided by the Fair Board), the cost of advertising opportunities you've offered to your sponsors, the cost of ribbons and trophies, and other incidentals.

### 5. Trophies, Prizes, Ribbons

The CMGA will provide the following championship rosettes for the sanctioned Purebred Doe, Purebred Buck, Percentage Doe and Commercial Doe divisions: Junior and Reserve Junior Champion, Senior and Reserve Senior Champion, Grand and Reserve Grand Champion. For the sanctioned Market Kid division, Grand Champion and Reserve Grand Champion will be provided. Negotiate with your Fair Board for the remaining individual placing ribbons - will they provide them? Is there a fee? Some sponsors will provide products rather than money, which can be used as prizes for specific classes, or for special draws, etc.

### 6. Forms

- CMGA SHOW SANCTIONING APPLICATION - If you plan to run a CMGA-sanctioned show, fill out the CMGA Show Sanctioning Application Form and send it, along with a copy of the schedule of classes and the appropriate payment to the CMGA office at least 30 days prior to the event. **A \$50 late fee will apply for all late applications.** (See Section B of the CMGA Show Rules.) All shows officially sanctioned by the CMGA must be judged by a currently licensed CMGA Judge or a currently licensed Judge of an officially recognized association.
- PREMIUM BOOK (PRIZE LIST) - This book lists the various classes offered, prizes offered, dates of the show, name of the Judge, and rules and regulations (health standards, arrival and departure times, pen fees, entry fees, availability of feed and bedding, rules for cancellation and substitution, deadline for entries, etc.). Find out from the Fair Board if they will publish and send this, or if you will need to publish and send it to potential exhibitors yourself.
- ENTRY FORM - This accompanies the prize list. It should include entry fees, pen fees, dates and contact information. Exhibitors should provide thorough information on the form, i.e. animal class, name, registration number, tattoo, birth date, sire, dam, owner, breeder.
- SHOW CATALOGUE - At the show, this lists the order of the classes and which animals are entered in each class. This book acts as a guide for the exhibitors, Judge, and Show Secretary, so it should be complete and accurate. Sponsorship ads should be included, and extra copies made available for the spectators. Find out from the Fair Board if they will coordinate the entry forms in order to develop this book, or if you will need to do this and pay for it.
- CMGA REPORT OF AWARDS - The Show Secretary must complete the results for each division judged before judging of the next division begins. This includes ensuring that the Judge checks the tattoos of the Junior and Reserve Junior Champions, and Senior and Reserve Senior Champions, and this information is recorded. The Judge is the only authority when reading tattoos on an animal. The completed and signed *Report of Awards* must be sent, along with the class results and health check form, to the CMGA office within 21 days of the completion of the

show. If the official *Report of Awards* is not forwarded by the Show Secretary within 21 days of the conclusion of the show to the CMGA office, the show's CMGA sanctioning will be revoked.

- CMGA HEALTH CHECK FORM - Prior to the show, all animals must pass the mandatory health check as outlined on the official Health Check Form for CMGA Sanctioned Shows. (*See CMGA Show Rules Section A.5.*) Be sure to have the form signed by all three members of the Health Check Committee or the licensed veterinarian before the judging begins.

## 7. Advertising

Find out from the Fair Board what advertising they will be doing and if the goat show will be included. Do you need to contact local radio stations, newspapers, etc.? You need to attract both participants and an audience from the general public. The more traffic that you attract, the better your show will be perceived by the Fair Board, the more money they will be willing to give to you in the future.

## 8. Show personnel

- JUDGE - If you plan to have a sanctioned show, check the CMGA website for the list of currently approved CMGA Judges ([canadianmeatgoat.com/judges](http://canadianmeatgoat.com/judges)) or contact the CMGA office ([info@canadianmeatgoat.com](mailto:info@canadianmeatgoat.com), 418-315-0777). Contact the Judge well in advance of the show and find out their background information so you can write up a brief biography for show announcements. Find out the exact compensation the Judge will require and what other special requirements they may have. Confirm travel arrangements and prices; organize the Judge's transportation to and from the show venue and his accommodations. Check with the Fair Board to determine how the Judge is typically paid.
- APPRENTICE JUDGE - A CMGA apprentice Judge may request to work in the showing with the official Judge. This must be approved by the show committee as well as by the Judge. If the Judge does not want an apprentice in the ring, his/her decision must be respected. Ensure that the audience and the exhibitors know who the apprentice is and what they are doing in the ring (they are not co-judging the show; they are learning and working towards their own license).
- VETERINARIAN or VET CHECK COMMITTEE - When animals arrive on the fairgrounds, and before they can enter the pen area, they need to be vet checked. This includes checking for external parasites (primarily lice); lumps in any of the lymph node areas (around jaw line, behind elbows, around the shoulder blades, flank, udder, etc.); discharge from eyes, nose, mouth, anus, vagina; any other signs of illness or contagious disease. Have the *CMGA Health Check Form* signed by all three members of the Health Check Committee or the licensed veterinarian before the judging begins, and send the form to the CMGA office, along with the *Report of Awards*.
- ANNOUNCER - Arrange to have an Announcer, preferably someone who is familiar with goat show formats. They need to announce classes, winners, sponsors, and to fill in empty gaps while exhibitors are running around getting organized.
- RING STEWARD - The Ring Steward helps to organize exhibitors as they line up to enter the ring and makes sure that everyone gets to the showing on time. This person is invaluable in ensuring that the show runs smoothly and professionally.
- SHOW SECRETARY - The Show Secretary records all of the results of each class in the show and completes and signs the *Report of Awards*. It also ensures that all other signatories signed the report; Judge, Show Chair, owner / exhibitor of the champions. He sends the required documents to the CMGA office within 21 days of the show.
- TROPHY/RIBBON ORGANIZER - Someone needs to be available to present the ribbons to

exhibitors after the Judge has made his/her placings.

- PHOTOGRAPHER - For larger shows, a professional photographer is often consigned to take pictures of winners. The photographer generally negotiates his/her own fee with the exhibitors.

## **9. Cooperative efforts**

Sometimes the only way to make a Boer Show a reality is to form a relationship with other breed associations or groups of breeders and to combine your efforts. For example, some Judges are capable to judge both Boer and Dairy goats, so efforts can be made to find one Judge that can judge both Boer and Dairy classes. Each group solicits as much sponsorship support as possible and provides its own prizes. This benefit both groups as it generally increases audience sizes as well as recognition of the goat industry. If you can join up with other breeds/groups, definitely consider it. The financial benefits may be the difference between having or not having a show.