



2021 Connecticut Morgan Open Horse Show

June 2-5th 2021 (Dates contingent on absence of conflict with other shows)

Presented by:

Connecticut Morgan Horse Association Board of Directors

Overview:

The Board of Directors of the Connecticut Morgan Horse Association is seeking a passionate and enthusiastic individual to make the 60th installment of the Connecticut Morgan Open Horse Show a memorable event for all. We are inviting individuals to submit proposals for the Show Manager position. This position includes pre, during, and post-show functions as listed in this document. Please take these factors into consideration when preparing your proposal.

If you would like to be considered for this position, please forward your resume and job requirements to Kaitlin Stachowiak at kaitlinstachowiak@hotmail.com by July 15, 2020.

Before the Show:

- Attend Show Committee meetings as needed or dictated by the Show Committee.
- Serve as a contact with affiliated organizations; corresponds as needed with USEF, AMHA, ADS, USDF, etc.
- Prepare stabling charts. The Show Manager will assign stalls prior to the move in date. A copy of the listing will be available to CMHA at the beginning of the show and again at the completion of the show indicating any changes.
- Promote CMOHS to potential exhibitors.
- Recruit and obtain agreements for approval by the Club President for all staff necessary to operate CMOHS including, Secretary, Steward(s), Ringmaster(s), Announcer(s), Organist, Veterinarian, Technical Delegate(s), Farrier, EMT(s), Photographer(s), Videographer, and Judges (as recommended and/or approved by the Show Committee).
- Ensure W-9 delivery to CMHA treasurer for all contracts in excess of \$600.
- Review and negotiate the contract for the Show Grounds with Eastern States Exposition.
- Ensure prize list has been produced on schedule; in coordination with the Show Committee and CMHA.
- Prepare orders for all materials needed by CMOHS, such as bedding, and feed. Coordinate volunteers to unload and deliver bedding and feed the week of the show.
- Make arrangements with local hotels, approved by the show committee, to support CMOHS with discounted rates and services.
- Perform an on-site inspect the show grounds and facilities the Sunday prior to the start of the show. Provide the direction necessary for the grounds and facilities to be ready for the move-in and operation of CMOHS; arranges for security, traffic control, etc.
- Supervise the move-in of all exhibitors, vendors and show staff.



- Arrange for rental of golf carts prior to CMOHS and supervises golf cart rentals to exhibitors during the show.
- Must contain CMOHS expenses within the CMHA Board approved budget.
- May not have personal horses or clients at the show.

During the Show:

- Enforces the rules and regulations of CMOHS.
- Processes questions, complaints, and requests of exhibitors. This includes additional requests for feed and bedding.
- Interface with the show grounds and support staff to provide the grounds and facilities on time in a clean and safe condition for all classes of CMOHS. Special emphasis is to be placed upon the footing in the show arenas and warm up areas. Coordinate ring dragging and watering of all rings as needed.
- Supervise all CMOHS staff to provide a high quality show on schedule.
- Serve as a liaison to all support staff including but not limited to: the property manager, barn manager, technical delegate, steward, announcer, ringmaster, organist, veterinarian, farrier, gate attendants, judges, and paddock master.
- Ensure on-time transportation for judges and employees.
- Receive invoices from the horse show support staff (judges, ringmaster, stewards, etc.) hired by CMOHS and provide those bills to the Treasurer for payment as received, in a timely fashion. All bills and receipts should be submitted to the CMHA Treasurer no later than 1 week after completion of the show.
- Coordinate all activities of vendors during the operation of the show.
- Oversee distribution and use of Camper spaces.
- Ensure compliance with USEF COVID best practices.

After the Show:

- Ensure the move-out and cleanup of all exhibitors, vendors and CMOHS staff in accordance with contracts.
- Verify all bills from materials suppliers, CMOHS staff, and show grounds and submit to Treasurer.
- Provide a preliminary show completions report one week after the conclusion of the show covering pertinent details about the show including statistics such as number of horses per class, number of horses per show, number of cancelled and one horse classes, etc. A final report including recommendations by the Show Manager for CMHA to take into consideration for the next year's show will be provided within one month after the conclusion of the show.

CMHA and Show Committee responsibilities

- Budget
- Hospitality areas
- Show Program
- Advertising



- Sponsorships and banners
- Vendors – selecting vendors, the Show Manager will coordinate with Vendors at the show
- Prize List
- Publicity
- Awards
- Welcome Committee
- Exhibitor Entertainment
- Concessions/Food & Drink
- Tack Shop
- Arena setup: box seats and all decorations
- Campers
- Silent Auction