

Duty	When	Target Completion	Description	Responsibility	Members	Completed?
	Before Show	year in advance	Coordinate rental of grounds	President		
	Before Show	year in advance	Coordinate Insurance	President		
Awards:	Before Show	6 months in advance	Take inventory of current awards, Order new Awards and arrange them at the show	Awards		
postcards:	Before Show	6 months in advance	Make and hand out postcards to advertise the NE shows	Promotions Committee		
Poultry Show Centr:	Before Show	6 months in advance	Update Show information on Website	Promotions Committee		
Advertising	Before Show	4 months in advance	Create and submit Poultry Press Ad	Promotions Committee		
Raffle:	Before Show	4 months in advance	Call local feed stores and Poultry Supply companies to ask for Raffle donations or ad space in our show book	Donations Committee		
Entries	Before Show	4 months in advance	Create/Update Show Book & Entry Blank	Promotions Committee		
Advertising	Before Show	4 months in advance	Create and send 8.5x11 flyers to disburse and hang	Promotions Committee		
Judges	Before Show	4 months in advance	Coordinate Judges for show			
Poultry Press:	Before Show	3 months in advance	Invite Bill Wolff to show to take pictures and run advertising	Promotions Committee		
Raffle:	Before Show	3 months in advance	Call around for donations (\$\$ and items for raffle)	Donations Committee		
Advertising	Before Show	3 months in advance	Hang and disperse show flyers in local feed stores, 4-H Offices	All members		
Presentations	Before Show	3 months in advance	Contact Dr. Derre to see if he's open to giving a presentation			
Advertising	Before Show	3 months in advance	Contact CT 4-H offices (and Poultry Clubs) to announce the show and ask for help	Vice President		
Entries	Before Show	3 months in advance	Send pre-show email with showbook and entry	Promotions Committee		
Decorating	Before Show	3 months in advance	Contact local florists to ask for donations	Decorations Committee		
Entries	Before Show	3 months in advance	Send Hard Mailing with showbook and entry	Promotions Committee		
Fundraising	Before Show	3 months in advance	Contact vendors for shavings to be delivered for setup			
	Before Show	3 months in advance	Contact fairgrounds to discuss food options			
Facebook:	Before Show	3 months in advance	Advertise CT show and raffle on Facebook	Promotions Committee		
Raffle:	Before Show	1 month of show	Plan for raffle table: buy raffle tickets, bags for tickets, etc.	Donations Committee		
Entries	Before Show	1 month of show	Accept Entries via hard mail. Create coop tags and entry report	Entries		
Advertising	Before Show	1 month of show	Create Show Day posters	Promotions Committee		
Layout	Before Show	1 month of show	Plan show layout	Show Secretary		
Signs	Before Show	1 month of show	Print show agenda cards and poster			
Prize Money	Before Show	1 month of show	Collect special donations \$\$\$ from people	Treasurer		
Prize Money	Before Show	1 month of show	Create and stuff envelopes for awards	Treasurer		
Decorating	Before Show	1 month of show	Purchase Table Covers	Decorations Committee		
Show Prep:	Before Show	1 month of show	Purchase water cups for Bantams, Large Fowl, Waterfowl, Turkeys			
Cleanup:	Post Show		Clean bathrooms			
Cleanup:	Post Show		Help tear down cages and clean building	All Members		
Show Reports:	Post Show		Submit Show Reports to APA, ABA and breed clubs	Secretary		
Social Media:	Post Show		Post Results and Pictures to website and social media	Promotions Committee		
Announcements:	Setup		Bring Speaker System for announcements			
Raffle:	Setup		Bring raffle tickets and bags; Set up raffle area	Donations Committee		
Signs:	Setup		Setup Directional Signs by road(s)	Promotions Committee		
Show Prep:	Setup		Setup Cages, tables, etc.			
Awards:	Setup		Bring Ribbons	Awards		
Coop Tags:	Setup		Hang Coop Tags	Show Secretary		
Setup:	Setup		Measure and mark ailes, direct location of areas, number of cages in each area/row	Show Secretary		
Signs:	Setup		Bring cage and row signs	Show Secretary		
Signs:	Setup		Hang (3) Agenda in Hall, (18) Class Signs on Rows, (18) Champion Row, (1) Showmanship/Presentation area			
Cleanup:	Setup		Bring backpack blowers	Cleanup		
Cups:	Setup		Bring Show Cups			
Awards:	Setup		Set up award area: Ribbons on cages and other ribbons on a string, hanging?	Decorations Committee		
Decorations:	Setup		Bring tablecloths, flowers, etc.; Set up decorations	Decorations Committee		
Checking In:	Show Day		Sign People in, give them an exhibitor list, show agenda and ask them to update their contact information on the NE Contact List	Promotions Committee		
Pictures:	Show Day		Take pictures of show and Class Champions	Promotions Committee		
Raffle:	Show Day		Run a 50/50 raffle and get tickets for use	Donations Committee		
Raffle:	Show Day		Accept donations as they come in, place bags for tickets, sell tickets, run raffle of items	Donations Committee		
Showmanship:	Show Day		Run Showmanship: schedule, announcements, awards			
Show Reports:	Show Day		Keep notes on class winners and special prize winners	Secretary		
Champion Row:	Show Day		Bring Junior and Open Class Champions to Champion Row	Show Secretary		
Judging Schedule:	Show Day		Keep Track of judges and their schedule, bring them next classes to judge	Show Secretary		
	Show Day		Check for sick birds	Show Secretary		
Judge Showmanshi	Show Day		Judge Junior Showmanship	Judges		
Decorations:	Show Day		Decorate Show Hall (Flowers, Tablecloths, Signs, etc)	Decorations Committee		
Judge Birds:	Show Day		Judge all birds according to APA and ABA standards	Judges		