

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 Central:	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 Showmanship:	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		