



SHOW MANAGEMENT QUALIFICATION

Name of applicant:

.....

Show:

(A form should be completed for each relevant show)

.....

Date of Show:

.....

Show Manager:

.....

Statement to be signed by the Show Manager:

(I confirm that the applicant has actively participated in the items ticked).....

Show Manager's confidential comments:

Signature:..... Date:.....

PRACTICAL KNOWLEDGE OF ALL AREAS OF SHOW MANAGEMENT IS DESIRABLE

Please tick in the relevant column (where there was no active involvement please leave blank).

1. PREPARATION OF THE SCHEDULE

- (a) Booking of Judges, including written confirmation of classes.
- (b) Support letter prepared and sent to Clubs.
- (c) Preparation of lists of classes to incorporate any GCCF changes of status, split classes, etc.
- (d) Preparation of title pages, explanations, rules, definition of classes, and preparation of entry form.
- (e) Posting of schedule to exhibitors, GCCF, Judges etc.

Responsible for	Assisted with	Further experience required	No further experience required

2. RECEIPT OF ENTRIES

- (a) Banking of entry fees.
- (b) Entering payments in the account book or keeping a payments list for the Treasurer.
- (c) Acknowledgement of entries if required, and sorting of entry forms for computer or manual preparation of catalogue.

Responsible for	Assisted with	Further experience required	No further experience required

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MANAGEMENT QUALIFICATION cont'd

3. PREPARATION OF CATALOGUE

Manual Catalogue

- (a) Preparation of open classes.
- (b) Preparation of miscellaneous classes.
- (c) Preparation of exhibitors name and address list.
- (d) Preparation of Judges books.

Responsible for	Assisted with	Further experience required	No further experience required

Manual and Computer Catalogue

- (e) Adjust judges' class loading.
- (f) Prepare cover and information pages.
- (g) Collate adverts for printing.
- (h) Proof-read printout and/or galleys.

Responsible for	Assisted with	Further experience required	No further experience required

4. FINANCE

- (a) Preparation of account book.
- (b) Payments of accounts.
- (c) Banking of receipts.
- (d) Preparation of floats for show day.
- (e) Organisation of prize money payments.
- (f) Checking of accounts against bank statements.
- (g) Dealing with VAT if relevant.
- (h) Preparation of final accounts for audit.
- (i) Check of insurances.

Responsible for	Assisted with	Further experience required	No further experience required

5. HALL MANAGEMENT

- (a) Booking of hall and services including benching.
- (b) Planning of layout and preparation of benching and hall plans.
- (c) Car parking arrangement if necessary.
- (d) Catering of bar.
- (e) Supervision of hall preparation and dismantling, award boards, vetting-in area, etc.
- (f) Ordering of all show day requirements.
- (g) Arrangement of man power on show day.

Responsible for	Assisted with	Further experience required	No further experience required

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MANAGEMENT QUALIFICATION cont'd

6. HOSPITALITY

- (a) Booking of hotel accommodation.
- (b) Notification of judges, and information re venue and travel.
- (c) Transport to hall and to station.
- (d) Organisation of refreshment vouchers and expenses claims.

Responsible for	Assisted with	Further experience required	No further experience required

7. VETTING IN

- (a) Booking of Vets and Duty Vet and emergency arrangements with local practice including telephone number.
- (b) Checking of paperwork, and provision of all necessary forms, etc.
- (c) Checking of GCCF rejection list and clearances.
- (d) Provision of hospital pens.
- (e) Arranging vetting in area.
- (f) Dealing with rejections, etc. on show day.
- (g) Hospitality for vets.
- (h) Issue of tallies or 'V' cards.

Responsible for	Assisted with	Further experience required	No further experience required

8. SHOW DAY

- (a) Manning of Show Manager's office and trouble shooting.
- (b) Working on table.
- (c) Preparation of challenge certificates.
- (d) Organisation if rosette and card distribution.
- (e) Allocation of cups and specials.
- (f) Organisation of public address.
- (g) Safety of exhibits, exhibitors and public.
- (h) Best in Show.

Responsible for	Assisted with	Further experience required	No further experience required

9. AFTERMATH

- (a) Preparation of awards form for GCCF.
- (b) Dealing with Vet Rejections.
- (c) Preparation of results and marked catalogues.
- (d) Show reports in 'Cats'.
- (e) Dealing with GCCF show check requests and disqualifications.

Responsible for	Assisted with	Further experience required	No further experience required

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MANAGEMENT QUALIFICATION cont'd