

**Thank you for volunteering to work the entry booth. Below are some tips on running the entry booth smoothly.**

1. Layout Class signup sheets on window ledge.
2. When rider hands you class signup sheets be sure to review age and classes signed up for, horses name, and back number are all wrote down. Be sure they have the right classes for their age and project classes signed up for. Use the rule book and show bill if need clarification. i.e. small equine cannot sign up for horse class, ranch pleasure cannot show western pleasure.
3. If 4-H, enter their info in the binder and place a check next to each class on their signup sheet to show others it was entered in binder.
4. If open day, calculate the money that is owed and mark if they pay with check or cash. If it is an open check, it is easiest to leave their signup sheet in the file standing up for all to see that they need to close out their check at end of show.
5. Once the money has been configured and their entries have been added to the class sheets in the binder, the class signup sheets can be filed. It is best if filed by last name alphabetically.
6. Leave all class sheets in binder until sent up to announcer. Can send announcer more than one class at a time, but if there are changes be sure to send up on a piece of paper to be entered into class.
7. If a rider has more than one horse in a class, it is best to spread them on the class sheet.
8. Be sure to put the Riders name, back number, and horse name in the binder class sheets legibly for the announcer to read.
9. Once the class has been placed, the ribbons have been dispersed, and then the class sheet can go back into the binder. The binder will be collected by the extension office at the end of the show.
10. Ribbons: Have ribbons ready for each class with trophies. During the pleasure classes we will have people available to hand the ribbons to the class in the arena after placings are announced. Contesting the kids can come to the entry booth to get their ribbons.
11. If in doubt, please ask for assistance. Show stewards will be available during the shows. If there is a question for the judge, please ask steward to talk to the judge. We should not have parents or advisors talking to the judge directly. If everyone went to the judge, we would be holding up the show.
12. If there is a question about a class or how to do things that is not pertaining to the judge, please seek the show committee team. Jerry Aldredge, Amy Randall, Amy Salyers, Jamie Harrison, Seymore Buchanan, and Kristy Batkiewicz.
13. No smoking in the entry booth.
14. Please try to keep background conversations silent during announcing.

**Thank you for taking your time to spend it in this entry booth. It's not unnoticed and it is appreciated.**

**Thank you,**

**Champaign County Horse Show Committee**