

Small Animal Superintendent Responsibilities

1. Early Prep

- a. Find Volunteers for the following fair jobs
 - i. Show Clerk
 - ii. Show Announcer
 - iii. Ring Steward- assists judge, helps kids clean up after their animals.
 - iv. Ready Ring- line up next class, make sure the next group is ready to go.
 - v. Barn watchers (Poultry and Rabbit)- try to fill on pre-fair interview day
- b. Make sure you and your clerk understand the award structure- this may happen with a one-on-one meeting with Extension Office or a group meeting.
- c. Make sure you have the contact information for your judge.
- d. Find out which ambassador volunteered to hand out ribbons for your show.
- e. On show day, meet and greet your judge, explain the show order, explain the award structure, introduce to your clerk, announcer, and ambassador.
- f. Dog- get the patterns/signs the judge would like to use for each obedience level.
- g. Line up Herdsmanship Judges (Rabbit and Poultry)

2. Set/Up and Clean up

a. Cat and Pocket Pet

i. Gather Supplies

1. Disinfectant spray and paper towels or wipes
2. Paper Towels
3. Show Riser for Cats (wooden platform, small animal barn office)
4. Pens, pencils, black marker
5. Exhibitor Numbers, extra safety pins, card stock
6. Awards- Ribbons, Rosettes, Best of Show Banners
7. Paperwork- Clerk Sheets, Show Books
8. Sound System
9. Extension Cord

Extension
Office

ii. Cat and Pocket Pet- arrive early to set up show area.

1. 2 tables (1 for judging, 1 for clerk and announcer) 2-3 chairs.
2. Box on table for cats
3. Chairs for audience

iii. Clean up

1. Put away tables and chairs
2. Take down all signage
3. Sweep
4. Return supplies to the Extension Office
5. Make sure clerk sheets go to Extension Office

b. Dog

iv. Gather Supplies

Storage

1. Show ring fence and posts
2. Agility Equipment
3. Pop up tents, milk cartons filled with water (4/tent), cord to tie cartons to each leg.
4. Rally Signs

Extension Office

5. Table and 3 chairs
6. Pens, pencils, black marker
7. Exhibitor Numbers, extra safety pins, card stock
8. Awards- Ribbons, Rosettes, Best of Show Banners
9. Paperwork- Clerk Sheets, Show Books
10. Sound System
11. Extension Cord

v. Set up/Cleanup.

1. Evening before show-Set up show rings- notify all dog members to help, Set up Agility Equipment
2. Remind members to clean up dog poop if needed
3. Get participants to clean up after show and return all equipment and props.

c. Rabbits and Poultry

i. Barn Set up Day

1. Have stall assignments done and barn map ready
2. Make sure power washing is done before set up time
3. Make sure tools, ½" and 9/16 " rachets, drills, socket sets, wire, screw drivers, zip ties, are brought for set up
4. Attend and direct traffic at barn set up.
 - i. Set up & label poultry pens, cover with mesh
 - ii. Set up & label rabbit stalls, hang rope
 - iii. Set up show ring- panels, table & 3 chairs, bleachers
 - iv. Clean office
5. Complete and post security schedule

ii. Gather Supplies

Extension Office

1. Herdsmanship Plaque
2. Herdsmanship Paperwork and daily certificates
3. Sound System
4. Extension Cord
5. Large Stapler, Wrapping Tape, Duct Tape
6. Paperwork- Programs, Clerk Sheets

Extension
Office

7. Pens/Pencils/Black Markers
8. Card Stock (forgotten/lost numbers)
9. Safety Pins
10. Exhibitor Packets
11. Awards- Ribbons, Rosettes, Best of Show Banners

- vi. Check in- Sunday evening 5 to 7 pm and Monday noon to 2:30 pm
 1. Hand out exhibitor packets
- vii. Show Day
 1. Get your volunteers set up and make sure they understand their job.
 2. Meet, Greet and Orient your judge. Make sure they understand the award structure. Give them a program. Introduce them to the clerk and ask them to keep touch base with the clerk after each show to make sure results were recorded accurately.
 3. Clean up
 - i. Return result sheets to the Extension Office
 - ii. Return supplies to the Extension Office
 - iii. Clean up show ring, tear down if needed

3. During Fair

- a. Make sure all winners have their picture taken
- b. Rabbits and Poultry
 - i. Open and close the building morning and night.
 - ii. Visit with members if they are not keeping stalls clean or animals fed and cool.
 - iii. Visit with Herdsmanship Judges and post results
 - iv. If needed remind barn watchers about the schedule
 - v. Recognize herdsmanship all around winner before the sale
 - vi. Supervise clean up on Saturday afternoon of fair.
- c. All Small Animal Superintendents- **Round Robin**
 - i. Visit with the winners of each age division and make sure they are going to do the Round Robin. If not visit with the Reserve Champion
 - ii. Remind winners of the date, time and place for the Round Robin
 - iii. Help set up show area for the Round Robin
 - iv. Get the list of judges and contact information from the Extension Office
 - v. Get supplies from the Extension Office
 1. Judges cards
 2. Spread sheet to record score and tabulate
 3. Pencils
 4. Awards
 5. Sound system

vi. Delegate someone to

1. Announce
2. Time
3. Record scores and tabulate
4. Find people to hold animals during rotations