

# Planning An ALSA Show



*Hints & Helps*

# Planning an ALSA Show



Being a show superintendent for a llama or alpaca show is really not that difficult and can be a lot of fun! The main key to keeping it from becoming a real task is simply getting organized, planning, and doing as much as possible in advance. Ask others in your area or in your local association to help. Working with others can be fun and make the show planning an enjoyable experience. On the day of the show, have plenty of help. Don't try to do everything yourself. Above all, be courteous to your exhibitors and stick to your schedule – start on time and keep your performance classes moving along efficiently!

## Table of Contents:

Page	2	Planning the Date, Finding a Facility
	3	Sanctioning Your Show, Show Veterinarian
	4	Considering Your Crew
	7	Judges
	7	Finances
	7	Planning Your Show Information
	8	Information For Entry Form
	8	Rules to be Aware Of
	9	Show forms and score sheets
	9	Show results & fees.

## FACILITY, DATE, VETERINARIAN

### Facility for Llamas

See guidelines stated for stalling and arena in 17<sup>th</sup> Edition of the ALSA Handbook.

### Facility for Alpacas

See guidelines stated for stalling and arena in 17<sup>th</sup> Edition of the ALSA Handbook.

### Considerations for your selected Facility:

1. Water
2. Electricity for heavy fan use (see Heat Stress in ALSA Handbook, D-1)
3. Restroom Facilities
4. Speaker System for Arena and Barns
5. Roadways & Parking for Trucks and Trailer Rigs
6. Concession Area
7. Hotels, Motels, Camping Facilities, Restaurants
8. Security for Overnight Shows

If your facility fits your needs on the above criteria, consider the facility in poor weather. Is the facility still manageable in poor weather? Next, Check with the facility management to set a date and for pricing. Additional questions for your facility:

1. Will someone be on hand to restock and clean the restrooms during show days?
2. Will someone be on hand to unlock doors – what time?
3. Where should the manure and straw etc. be deposited?
4. Are there enough trash containers? Who will empty them over the show days? Will trash can liners be supplied?
5. Who will set up the PA system? Is it working properly?
6. How and where are lights controlled in the facility?
7. Is there a facility number to call in case of emergency?

## **DATE**

When securing a date for your show and with the facility management, please consider:

1. Weather – Are there extreme temperatures during this part of the year in your area? Choose cooler times of the year for your show.
2. Are there other shows in your approximate area that are always booked on this particular weekend? Booking on the same date will hurt your attendance and the attendance of the other show.
3. Secure the date for future years. This insures the success of your show for future years. It is predictable for your regular attendees to plan to come in the future. You will need to discuss this with the facility management to see if this works for them and their future schedule.
4. Remember to periodically check with the facility management up until the date of your show to assure that everything is in order prior to your show.

## **SANCTIONING YOUR SHOW**

When you have arranged your show dates and facility, download the Sanctioning Form from the ALSA website. Sanction your show and get it on the show calendar as early as possible for maximum publicity. You will need to indicate on the Sanctioning Form all the classes you are offering at your show. Also information about your show, and judges names if you have hired them already. Send the form along with the \$50 show sanctioning fee to the ALSA Office. Once checked over by the office, you will receive a confirmation and your show will be entered on the show calendar on the ALSA website and listed in the ALSA magazine, *Showring*. Be sure to send notice to other publications as well for added publicity for your show.

When deciding what classes to offer, keep the following in mind:

1. Be realistic about the number and types of classes your show can comfortably handle in the time frame you have allowed.
2. Each halter class within the division shall run consecutively. Championship classes are to be held after each wool and sex division. Suri classes must be run before all other halter classes. Produce of Dam and Get Of Sire are to be held after all halter classes are completed.
3. Refer to the performance chapter and the youth program chapters to carefully select and plan your performance courses. Use the ALSA Performance Design Forms on the website.
4. Some optional and fun classes may be offered too. Such as costume, leaping llama, etc.

## **VETERINARIAN**

Tentatively talk to a local lama trained veterinarian to secure him as an on-call vet for your show. Have the phone number at the clerk's desk just in case of an emergency.

## **CONSIDER YOUR CREW**

**Most shows work with an entirely volunteer show crew. If you select to pay for some help, that is your option.**

**When producing a show, you will need plenty of help. You will need the following for your Show Crew:**

- 1. Performance Crew**
- 2. Clerk**
- 3. Gatekeeper**
- 4. Announcer**
- 5. Ring Steward & Runners**
- 6. Ribbon Chairperson**
- 7. Arena Readiness Person**
- 8. Clean Up Crew**

**Additional help may include:**

- 9. Directions & Unloading Team**
- 10. Photographer**
- 11. Stalling Person**
- 12. Decorations Committee**

**The above list is further broken down below as to the duties of each crew member.**

### **PERFORMANCE CREW**

**Having a great performance crew that is efficient and reliable can “make your show”! Not having one, or having an inefficient crew, will cause your show to be slow and drag on. This is a big responsibility. About 4-6 able bodied adults (no less!) who are familiar with course layouts are needed. They must be committed throughout the day to setting up, and changing all courses in a very timely manner. From experience, it is found to be quicker to schedule the Masters or Advanced course first. It’s faster to remove obstacles to change to an easier course than to add to it.**

**You or the crew may design the courses needed for your show and provide the obstacles according to the ALSA Handbook, Part M and N. (Obstacle Books may also be purchased from ALSA for \$15 to give you additional ideas for courses.) Download the Performance Design Forms from the ALSA website to layout out the courses easily and to be sure the mandatory obstacles are included in each course. A copy of the Performance Design Forms should be sent to your performance judge two weeks before the show. This gives the judge time to review your courses and suggest any necessary changes well in advance of the show. After you have designed your courses, make a diagram of each course to post for exhibitors at least one hour before the performance classes at the show. Make multiple copies of these diagrams - one for each member of your Performance Crew so they will be able to quickly set up each course for you. Much emphasis should be put on the speed and efficiency of the way the courses are changed at the show. This will assure that your show runs in a timely manner. Have all obstacles assembled prior to the show – don’t try to build obstacles in the ring. Store obstacles near the arena so they are close at hand for course changes.**

### **CLERKS**

**Your clerk, with or without your help as the superintendent, is responsible for double-checking all entries against the Registration Certificates for each animal. Verify birth dates of llamas & youth. Confirm that they are entered in the correct halter and youth classes. Also, check the amount of money sent by each exhibitor, to verify that they sent the correct amount to enter your show. Call on any discrepancies, and correct the matter before the show. Check to make sure that all llamas entered (except for youth classes (only) animals) have their**

**Registration. Non-Breeders must have registration or veterinarian certificate verifying that the animal is gelded, vasectomized, spayed, or as a non-reproductive female.**

Select a clerk for each arena that will be running during your show. Each clerk will be responsible for recording all the placing that takes place in that arena. The clerk of the performance arena will tabulate the performance champions for each division. These results and addition of the scores **should** (*must*) be double checked by another clerk/individual before being announced.

Your clerk may also have these additional responsibilities:

1. Assigning exhibitor numbers to each entry.
2. Putting together a “Show Packet” for each exhibitor. Put exhibitor’s name on outside of Envelope and file alphabetically for show day pick up. Show packet will contain exhibitor numbers, any additional show information, and show book.
3. Putting together a show book listing all the animals in each class. This does not have to be fancy and can be nothing more than a list stapled together.
4. Double checking the class placings written on the “Judge’s Placement Cards”.
5. Making sure that all the Judge’s Placement Cards are signed by the Judge.
6. Within 15 days following the show, mail the following items to the ALSA Office:
  - a. All Signed Judge’s Placement Cards
  - b. Llama and/or Alpaca Recap Form
  - c. An alphabetical list of exhibitor’s names with ALSA membership numbers.
  - d. The Show Results Form – unless results are printed out from your computer.
  - e. Judges Evaluation Sheet
  - f. Show’s ALSA fees.

## **GATEKEEPERS**

You will need a gatekeeper for each arena, all day long. A relief gatekeeper is good to have to give the others a break when needed.

Your gatekeeper will need a list of classes with every entry listed for each class. They can check off each entry as exhibitors check in for each class. The gatekeeper’s job is very important to make sure everyone is ready to enter their class on time and to keep the show running in a timely manner. It is very helpful for the gatekeeper to have a walkie-talkie to communicate with the clerk and the announcer with regards to having an exhibitor announced if missing from their class or about animals scratched from or added to the class.

The gatekeeper for the performance arena must carefully see to it that every entry has gone through the performance course before the obstacles are removed from the arena. In double arena shows, halter classes take precedence over performance classes. Therefore, the performance gatekeeper should check to see if a missing performance entrant is in a current halter class in the other arena and unable to run the course. If so, the course will remain set up until the exhibitor can finish the halter class and proceed through the course.

## **ANNOUNCER**

The announcer should have a pleasant and clear speaking voice and should be familiar with llama shows and exhibitors in general. He should also be good at pronouncing exhibitor’s names and the animal names. The announcer will need to be seated at the Clerk’s Table to communicate easily with the clerk about placings and with the gatekeepers with the walkie-talkies. The Announcer must always be efficient about calling the next classes to the gate to keep the show running in a timely manner with no delays. The efficiency of the way the Announcer and the Gatekeeper work together can really be a plus for your show.

## **RING STEWARD**

The good Ring Steward is very important to every show. They are to assist the judge in running the classes in a consistent pattern throughout the show. The Ring Steward will talk with the Judge before the show with regards to what ring pattern the Judge would like to use. He should also know how to line up the placings for the classes, how to conduct the Grand & Reserve Champion Classes for Halter classes, how the ribbons are to be distributed, and how the exhibitors are to enter and exit the ring. He may assist the Judge if necessary for testicle checks and act as a go-between from the gatekeeper to the Judge. He may be asked to record the exhibitor's numbers on the placing cards or to pull out the placings that the judge wrote on the card. A Ring Steward is the Judge's "right hand man". In addition to helping the judge, the Ring Steward assists any handler with an unruly animal and keeps a watch on the spacing of the animals so each and every exhibitor is given a fair look in the arena. He should be particularly alert in young youth classes to assist with spacings and active animals. A good Ring Steward is worth his weight in gold! Make sure your Ring Steward is aware of all of his duties.

## **RUNNERS**

Runners can be responsible and well-behaved children who can take instruction well and not interfere with the classes in the ring. Their helpful job is to run each score sheet from the Judge to the clerk's table for quick tabulation. He should return to the judge without disrupting the flow of the performance animal and handler on the course.

## **RIBBON & PRIZE CHAIRPERSON**

This person is in charge of organizing the ribbons and awards according to the order of the classes. Then to present them at the end of each class as the announcer names the winners. Care should be taken by this person to assure that the correct exhibitor receives the proper premium, ribbon, or prize. It adds a lot to your show if the ribbons can be awarded by a nicely dressed person out in the arena rather than as the exhibitors are leaving the ring. This gives each exhibitor his well-deserved "moment of glory".

## **PHOTOGRAPHER**

Your show photographer should be contacted far enough ahead of time to avoid conflicts. It is helpful to use photographers who are experienced with taking pictures of livestock. You will need to check with them to see if you need to supply them with a backdrop. Send some photos of your show in to some of the magazines with results and details of your show.

## **ARENA READINESS**

A pooper-scooper will be needed in each arena all day long. Have several willing people ready to fill in for each other throughout the day. You will need to supply rake and scooper for them and wheelbarrow.

## **WELCOMING, STALLING, & UNLOADING TEAM**

Although not absolutely necessary, having someone to greet exhibitors as they enter, guide them with their rigs to the proper area to unload, and show them to their stalls is a nice touch to your show. This avoids confusion and helps with the flow of traffic. Stalling charts will be needed by this crew – extra charts may be posted on the walls for late arrivals. This welcoming team is highly appreciated and praised by the exhibitors, especially at larger shows.

## **CLEAN UP CREW**

Make sure the facility is cleaned up after the show. Close down and lock all buildings, barns, and arenas.

**Remove trash if necessary. Return keys to facility management.**

## **JUDGES**

**Consider how many judges you will need for your show. Whether you will need two judges to share the performance divisions in order to make the classes run in a timely manner will depend on the size of your show. Keeping an eye on how your performance classes proceed is a must. General rule of thumb is to allow for 1 hour for every 10 performance entries if only being judge by 1 judge. This allows time for walk through, course set-up and tear down.**

**The size of your show determines what level judge you will need to hire. You may select your judges from the approved Judges List on the ALSA website. Level Judges may judge shows under 125 animals. Shows with more than 125 animals will need to hire a Senior Judge. Apprentices may be used to assist with Performance classes. Once you have your judges in mind, call them to secure your date and get your contract signed. Let the Office know the judges for your show or include in your Show Sanctioning Form.**

**Some judges may work on their own pay scale although suggested daily rates are in the Handbook. You should expect to pay for all expenses such as travel, hotel, meals, parking & admission. Judges will supply you with all receipts. Be sure to fill your contract out carefully and ask questions before signing.**

**Take good care of your judge – it will be greatly appreciated! As the date of your show gets closer, stay in contact with your judges. Know when their expected arrival time is. If they are flying, let them know to rent a car or whether you will pick them up at the airport. If they are renting a car or driving to the show, be certain they have good directions to the show facility, their hotel, and have an up-to-date schedule of activities. Let your judge know whether you will make hotel arrangements for them or if you expect them to do that. Shortly before the show, send the judge the list of classes and the number of entries in each class. (do not send names of exhibitors). Knowing the size of the classes in advance will help your judge plan a time schedule to keep your show from running late. Send diagrams or design lists of your Performance classes to the judge to look over. If any corrections are needed, they can be made in advance of the show. It is appreciated by all judges to have drinks or even some snacks at the clerking table for them. And don't forget to offer lunch.**

**Lastly, it is important to know that the individual who contacts the Judge for employment shall not be permitted to personally show any animals at that show. Show Managers and Superintendents are also not permitted to personally show any animals at their show. An exhibitor may be a Ring Steward after they are through showing.**

## **SHOW FINANCES**

### **Possible Expenses:**

- 1. Facility Rental**
- 2. Judge's expenses – meals, hotel, mileages/airfare, fee.**
- 3. Insurance – check with a livestock insurer or your local llama/alpaca organization to obtain insurance. Farm Bureau often offers good pricing.**
- 4. Ribbons, awards and premiums.**
- 5. Phone calls, mailings, envelopes, copying.**
- 6. Rental of stall panels.**
- 7. Performance crew if you select to hire rather than use volunteers.**

### **Source Of Income:**

- 1. Entry fees and stall fees.**

2. Established fair or livestock show sponsor.
3. Individual sponsors for classes and awards (farms & local businesses in community)
4. Help with insurance from facility, fair, or regional llama/alpaca organization.
5. Keeping mailing & phone cost to a minimum. Use email and post information on website.
6. Setting up your own concession stand.

## **PLANNING YOUR SHOW INFORMATION BOOK**

**Your Show Information for exhibitors should include:**

1. Name, address (include zip), & phone number of show facility.
2. Dates of show and deadline to submit entries.
3. Type of Show (llama, alpaca, fiber)
4. Name & phone number of show superintendent
5. Name of judges.
6. Animal health requirement for your state.
7. Arrival/departure times.
8. Complete listing of all fees.
9. Ribbons, cash premiums, or awards offered.
10. Show schedule.
11. Directions to show facility.
12. Lodging accommodations in the area.
13. Provisions for camping on the grounds of the facility.
14. When halter classes are offered, the entry form should include the appropriate name and description of the wool divisions. Part I, Section 1 in ALSA Handbook.
15. List age division for the animal entries and for youth classes. Part I, Section 1, C in Handbook.
16. For Alpaca Shows, carefully read the ALSA Handbook, Part D, Section 1, C through F for requirements at different show levels, color classes, age groups, etc.
17. Include the exhibitor's responsibility for equipment for pack classes.
18. Rules to be aware of. These statements should be included in your show information:
  - This show is approved by the Alpaca & Llama Show Association, Inc. All rules and guidelines for this show will be in accordance with the 15<sup>th</sup> edition ALSA Handbook.
  - All Llamas must Have ILR Certificates with the exception of animals for Youth or Non-Breeders Classes with vet certificate
  - All Llamas entered in approved classes, with the exception of youth classes, must be registered or have passed screening with the ILR or the Canadian Livestock Record Corp (CLRC). If non-breeders are not registered and wish to be in the ALSA award system and show in halter, they must show in the adult non-breeder halter class.
  - Non-breeder llama must be accompanied by a registration or veterinary certificate verifying the animal is a gelding, a vasectomized male, or a spayed or non-productive female.
  - Nursing llama mothers may not be accompanied in the ring by their babies. ALSA recommends not showing nursing mothers.
  - Llamas may not be moved from one class to another after halter judging has begun – except at the judge's decision.
  - Exhibitors must be the registered owners and make entry in the exact name as registered.
  - Youth Classes, Junior 8-11, Intermediate 12-14, Senior 15-18. Youth classes may be combined in any combination if there are not 8 in a youth division, however this is not usually done.
  - Animals may only show in ONE Performance Division (animals showing in Youth Division

- may NOT show in Open or Novice, Advanced, or Masters Division ).
- It is not recommended that youth under the age of 12 show an intact male.

## **INFORMATION FOR ENTRY FORM**

Ask for the following information on your form:

1. **ALSA membership number.** It will start with “M” or “ML” or “Y” for youth. If the entrant is not an ALSA member, he must pay a \$30 non-membership fee to participate in the show. Youth non-membership fee is \$15.
2. **Animal’s ALSA number.** If it is a llama, the number begins with an “L”. If an alpaca, the number begins with “A”.
3. **Youth ALSA membership number, name, and date of birth for all youth.** In youth classes, the youth earns the points instead of the animal.
4. **It is suggested that one section of your entry form have all the fees listed.** These may include the \$5.00 per animal ALSA fee and the \$30 non-member fee as well as entry and stall fees. Also late fees, camping fees, fiber classes, and any other items you may offer such as shirts, dinners, or sponsorships.

Require the following information on your entry form:

- a. **Name, Address, Farm, Contact Information**
- b. **ALSA Membership Number:** It will begin with an “M” for adult members and a “Y” for Youth members.
- c. **If the Exhibitor is not an ALSA member, they will need to pay a \$30 non-membership fee at the time of the show. Youth non-members pay a \$15 non-member fee.**
- d. **Animal’s ALSA number.** All llama’s numbers begin with an “L”. Alpaca numbers begin with “A”. Adult Showmanship numbers begin with “AS”.
- e. **Youth’s ALSA number (begins with “Y”), name, and date of birth for all youth classes.**
- f. **One area of your Entry Form will have all the fees listed.** This may include the \$5.00 ALSA animal fee, stall fees, class fees, and non-member fees. You may select to just charge one total fee for each animal regardless of the number of classes entered – this is probably the preferred way. Or you may charge for each class.
- g. **Entry Form deadlines should be stated.** An early deadline allows time to print programs listing the exhibitor’s names and class entries – especially for larger shows. A late fee may be charged for entries after the deadline.
- h. **Often space is included on Entry Forms for signature statements accepting the rules of the show that are stated in the show premium book and on the Entry Form.**

## **SHOW SCORE SHEETS AND FORMS:**

Once your show is sanctioned, you may download all the forms that you need for scoring and figuring from the ALSA website. If you prefer, you may call the ALSA office and request a show packet be sent to you instead of using the internet. If you have any questions, feel free to call the ALSA Office at any time for assistance.

## **SHOW RESULTS AND FEES**

After your show is completed, you must get show results and fees to the Office. Send in the number of show participants and the results of each class on the Llama Results Sheet. Tally all class numbers and fees on the Llama Recap Form and send in to office with a check for the amount due. Within 15 days following the show, mail the following items to the ALSA Office:

- a. **All Signed Judge's Class Placement Cards**
- b. **Llama and/or Alpaca Recap Form (on website)**
- c. **An alphabetical list of exhibitor's names with ALSA membership numbers.**
- d. **The Show Results Form – unless results are printed out from your computer.**
- e. **Judges Evaluation Sheet (on website)**
- f. **Check for show's ALSA fees tallied on Recap Form**

**All ALSA forms can be found at [www.alsashow.net](http://www.alsashow.net)**

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