



## Show Management Checklist

### **BEFORE THE SHOW:**

Visit [www.ajcattle.com](http://www.ajcattle.com) to become familiar with all rules and regulations regarding AJCA sanctioned shows.

Print copies of necessary forms and make notations about information needed from exhibitors (AJCA number, registration number, etc.)

Make copies of AJCA requirements/guidelines and any additional rules that apply to the show and post them at the registration table.

### **AT REGISTRATION:**

Please record the exhibitor name and AJCA member number. Correct spelling of names and correct AJCA numbers are vital in reporting points correctly.

Please check registration papers for owner's name, animal's date of birth, and ownership date. Checking current health papers is highly recommended.

PLEASE record whether the animal is a heifer, bull, or steer and make certain that the animal is in the correct division.

Break registered classes in two-month intervals (January/February, March/April, etc.) with the exception of the youngest and oldest class (one-month break).

Class breaks for commercial heifers and steers are at the discretion of the show management.

Please record the names and ages of all exhibitors that register for showmanship classes.

### **DURING THE SHOW:**

Make certain that information (class placings, etc.) is recorded as accurately as possible. If the show secretary is unsure of an exhibitor name or class placing, please ask the exhibitor, ring steward, or judge immediately.

Please record any possible rules violations noticed by the show management. Also, please make notations about any suspected rules violations that are reported to you by exhibitors and/or spectators. This information may be pertinent in points challenge situations.

During showmanship classes, please record the number of exhibitors that ACTUALLY participate. This number may vary from those registered. AJCA needs the exact number of actual participants in each age division.

All showmanship classes should be placed 1<sup>st</sup> through 5<sup>th</sup> place. AJCA awards points based on 1-5 placings only.

PLEASE record the Grand Champion and Reserve Champion in each division. Important: Please report information on heifers and bulls in each breed; commercial heifers by American, English, and Exotic; and steers by Grand and Reserve (not breed specific).

Write down any questions/concerns that you might have, no matter how trivial they may seem at the time. Recording these questions may help in a points challenge situation.

Provide the show secretary with a copy of AJCA requirements/guidelines rules to help answer any questions that may arise.

### **AFTER THE SHOW:**

Paperwork for AJCA points should be RECEIVED by AJCA within ten working days of the conclusion of the show.

Use the *AJCA Official Sanction Show Reporting Forms* available at [www.ajcattle.com](http://www.ajcattle.com) to report show results to the AJCA Points Administrator.

REQUIRED information should include Exhibitor name, AJCA number (if known), classes, placings, and number of animals in each class and/or division.

When filling out the points *Show Placing/Reporting Forms*, please use a separate sheet for each breed or division. It is also preferred that heifers and bulls are listed on separate sheets. There is a special form for AOB and American AOB breeds.

Please list only the top 5 showmanship placings on the Showmanship Report. It is very important that AJCA knows the number of actual participants in each age division.

Please indicate the Grand and Reserve Champion heifer in each of the commercial divisions—American, English, and Exotic.

AJCA does not award points for Supreme Grand, Supreme Reserve Champions or Division Champions or Reserve Division Champions (breeding bulls, heifers, and steers).

A *Rules Infringement/Special Circumstances* form may be submitted with the *Show Placing Report Forms* at the discretion of the show management.

Please fill out all forms as accurately and neatly as possible. Do not forget to include a contact person who has knowledge of the show and can provide clarification or additional information in a points challenge situation.

**SUBMITTING SHOW POINTS/PLACING REPORTS:**

Please contact Lisa Sigmon for assistance in filling out show reporting forms.

All reports should be mailed to:

Lisa Sigmon, AJCA Points Administrator  
1418 CR 708  
Berryville, AR 72616

Other contact information:

sigmonsimmentals@yahoo.com  
870.423.8723

*A special thank you to all of the volunteers and show management who dedicate their time and talents to provide AJCA sanctioned shows for the youth of Arkansas. The members of the Arkansas Junior Cattlemen's Association are truly appreciative of your efforts!*

