

1. **Initial scheduling** - Full host responsibility - As soon as you know the confirmed show dates of your event, contact the ASA. It is the host's responsibility to also schedule check-in. The full schedule then may appear on the ASA web site (www.simmental.org → shows & events → PTP shows), in ASA e-news and in the *Register* as space allows.
2. **Judges** – Full host responsibility - The national show judge must be selected from the approved Progress Through Performance judges list (www.simmental.org → shows & events → PTP judges).

Your expo's judge deadline is likely 9 months before the national show and may go through a nominating process. In most cases, the expo pays & coordinates housing for the main judge, and ASA pays & coordinates for the associate judge. ASA doesn't dictate final judge selection from its PTP list, but hopes you will secure an individual who uses a combination of EPDs, indexes and visual appraisal to move our breed forward and who will have ample judging experience to handle a major show.

Contact the ASA home office as soon as your judge and associate judge are approved & confirmed.

3. **Registration/entries** – Full host responsibility - We'd suggest that if you have a state association web site, posting the class breakdown and entry tips on that web site as an added service above the expo's premium book or on-line registration site and ASA publicity. In addition to a hard copy, we'd also suggest you keep track of entries on an Excel spreadsheet, so you can complete step 5 more easily.
4. **Publicity** – Full host responsibility - As entry deadlines near, you'll want to provide the ASA and regional ag media with an update. We'd suggest your release feature an extra class/special event for the national show to make it more newsworthy. Send a MS Word file to ASA, so it may be added to the ASA web site, ASA e-news &/or in the *Register* as room allows.
5. **EPD data**- Full host responsibility - One month before the national show, host coordinator must submit the registration numbers for all entries into the ASA home office. An Excel spread sheet should include entry name, registration number, animal birthday, class number, exhibitor name & address, and, if you know it, assigned show back number.

Prior to coming to the show, ASA staff will upload current EPDs for these entries into his/her computer for more efficient processing & programs.

6. **Animal check-in** – Joint responsibility - As host state, you have chosen PTP show option A or B for the national show (www.simmental.org → shows & events → guidelines), and will need to process entries accordingly. ASA will provide at least 1 staffer at check-in to record data. The host must provide 1 volunteer to check papers for semen quality or heifer pregnancy; at least 5 other volunteers to aid with identification & measurements, and another volunteer to locate entries/keeping the line flowing. AJSA board members are willing to provide help, if you contact them in advance.

Host state should secure a processing site & time, plus chutes, scale, frame score stick, scrotal tape and supplies such as sticky notes, rags & flashlights. If ultrasound is a part of the measurement process, we'd suggest an additional chute.

A host volunteer should be responsible for getting the completed registration papers back to exhibitors after processing ends. ASA is responsible for inputting acquired data and creating a show program.

7. **Programs-** Joint responsibility – ASA staff will compile the data. A host volunteer should be available to aid with class breakdown questions &/or proof. A host volunteer also should be responsible for posting a draft in the barns for exhibitor viewing. ASA will be responsible for copying programs & its expense.
8. **Show day** - Joint responsibility – Host volunteers should put up banners or breed signage. Host state should provide at least 4 volunteers. In addition to a potential ring steward, we'd suggest a host volunteer for the makeup area; the on-deck class lineup and scratch reports to the announcer; another volunteer compiling division drive and championship drive EPD summary sheets for the convenience of the judges; and one to calculate premier breeder/premier exhibitor, if the award is offered. ASA staff will be on hand to assist as needed. AJSA board members are willing to provide ring help, if you contact them in advance.

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