PRODUCER CHECK LIST

PRODUCER:

1. Make sure participants have fun and feel appreciated
2. Invite participants to the show
3. Dates and get approval with RSNC
4. Flyer
5. Order Cattle
   Cost, who will tag, time to be delivered
6. Cash for making change and any supplies needed that staff has to buy

Everything that needs done needs to be assigned to someone that will take charge of that responsibility

7. Team Workers: Set up people, Secretary, Announcer, Judge, Cattlemen, Line up person,

   a) Let workers know the dates so they can schedule their time
   b) Agree on pay and expenses paid such as Motel room etc.
   c) If you keep the same team, they will learn to work together, make sure each worker knows their responsibilities. If the team is aware of the whole picture they will feel apart of it happening and want it to be smooth.

Make sure everyone is on top of their duties before the show and the day of the show.

INSPECT WHAT YOU EXPECT

On day of show, who makes the decision that everyone is ready and show starts?

Know what you expect of each person in charge of all areas!

Attitude is everything

Smile, have fun, remember people came for the FUN!
Make sure your contestants have FUN!
FUN—Fun—FUN