



## THE FELINE ASSOCIATION OF SOUTH AUSTRALIA INC

[www.felineassociationsa.com](http://www.felineassociationsa.com)

# CAT SHOW MANAGEMENT MANUAL

### Contents

Arrival at Show and Checking In of the Cats	7	Setting up the Show	7
Basic Decisions	2	Show Account	10
Breed Awards List	9	Show Management Personnel	2
Cage Numbering	5	Show Package	4
Catalogue	5	Sundry Arrangements	6
Club Tables	9	Taking Down the Show	10
Door Takings	9	Taking Entries	4
Feline Association Table	9	The Venue	2
Financial Planning and Budget	10	Trophies and Trophy Table	3
Judges Slips	6	Trophies, ribbons and Sashes	3
Judges, Stewards, and Vets	2	Vetting Slips	5
Money Raising and Side Activities	7	Appendix A—Notes on Show Budgets	10
Publicity	9	Appendix B—Timetable and Show Preparation	11
Ring Clerks and Results Recorder	8	Appendix C—Additional Arrangements for Special Shows	12
Schedule	4		

**Show Manager** - Responsible for the co-ordination and running of the show. This includes, budgeting, delegating people to do different jobs, liaising with entry officer to ensure paperwork is on track and generally making sure everything is organised and the show runs smoothly.

**Entry Officer** - To organise all paperwork this includes receiving entries, answering enquiries about the show and entries, print judges slips, challenges, prize cards, cage cards etc as necessary and to prepare and arrange printing of the catalogue.

**Kitchen Manager** - To arrange food by whatever means are available, budgeting and arranging people to staff the kitchen on the day of the show. The kitchen manager should also be responsible for arranging the judges morning tea and lunches, or someone to take responsibility for this. The most efficient and cost effective way of doing all of this is to arrange for committee etc to donate food for the day.

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## Fundamentals of Show Management

### Forward

This manual, should be read in conjunction with the FASA Show Rules, was first written by P M Armit and J N Stephens in 1975 and revised in 2014. Much of the original material has been retained, as the basic guidelines to running a well organised show are still the same. However, time has a habit of changing things and this fifth edition of the FASA Show Manual will attempt to bring up to date the excellent work of the original authors.

The procedures outlined are not necessarily the only ones, but a well run show should result if the methods described here are followed.

An important concept is that of forward planning in every aspect and the use of the show budget to guide and check each phase of the show build up. When this approach is adopted, committee decisions can be formulated on a sound basis, last minute panics are reduced to a minimum and, when they do occur, there is time to rectify them with little difficulty.

Most important of all is the atmosphere of the show – people should go away having had a good experience – friendly, cheerful, helpful faces will get you through any hiccups on the day and have people coming back.

### LONG TERM ARRANGEMENTS

The club should make their decision to hold a show preferably the year before it is to be held. The year's show calendar is worked out in October of the preceding year and all dates have to be submitted to FASA by September 30.

Should the club intend inviting an overseas judge, they will need to be contacted well in advance. This will also allow time to contact other Councils around Australia, should you be arranging a cost-sharing tour of a guest judge. Special shows, involving overseas and/or interstate judges, require more long-term planning and more emphasis on publicity arrangements. During the twelve months running up to the show, several fund-raising events may be staged to cover the additional costs of fares and accommodation.

### BASIC DECISIONS

Once it has been decided to hold a show, a committee meeting should be held as soon as possible, before the show date, to make decisions on which future planning and action will be based:

- Whether it is to be a normal show or a special occasion;
- The venue;
- Who is to manage the show;
- The judges—local or interstate;
- Financial aspects—whether to attempt to make a profit, break even or accept a loss;
- The extent of publicity—particularly important if the show is to be a special one;
- Policy in regard to trophies and ribbons;
- Policy in regard to catering;
- Policy in regard to novelty classes.

### THE VENUE

It is best to decide and book venue as soon as show dates are fixed. The FASA Secretary and other Club Secretaries will be aware of venues used in the past which have been suitable and are often happy to assist you with this job (but you may attract more public if you try a previously unused area). A rough guide to the area required is 1.85 square metres of space per cat (20 square feet). This should provide sufficient room for the benches, office work, side tables and vetting in. For example, a hall of approximately 465 square metres (5,000 square feet) is needed for 250 cats. Points of importance to consider are:

- Space for vetting in which, if possible, should be separate from the main show hall;
- Good natural light;
- Catering facilities;
- Availability of a public address system if needed;
- Availability of heating in winter or cooling in summer;
- Availability of tables, chairs, rubbish bins, notice boards and wall space for notices etc;
- Availability of hall the day before the show for setting up and the whereabouts of the keys.
- Car parking facilities;
- Arrangements for cleaning up after the show.

# FASA - CAT SHOW MANAGEMENT MANUAL

(REVISED MARCH 2014)

## Show Management Personnel

At least six months before the show, the committee should decide on and invite people to fill the key posts, ie:

- Show Manager
- Entry Officer
- Trophy Stewards
- Publicity Officer

The Show Manager can take the entries but the key job of the show Manager is to organise the preparation of the show to a pre-arranged timetable, to enlist any help required and assist in any area where there are difficulties. Entries may be taken by someone who may not have the time or ability to oversee the whole show organisation. It is a good idea to invite people to assist with positions so that they can be groomed for the jobs in the future.

## Judges, Stewards, and Vets

### JUDGES

The club has the right to appoint any judge approved by FASA but two considerations should be borne in mind.

- Judge must not undertake the same assignment more than once in every three shows (including GCCFSA shows) if possible. It is the responsibility of the judge to keep an accurate diary to prevent bookings overlapping.
- Probationary judges should be given the necessary Neuter/Kitten assignments to enable them to complete their judges Training Programme.

Note: Probationary Judges may also judge ALL novelty classes (Entires included), Junior Exhibitor and Domestic (Group 4).

Before making a final decision on Judges, check with the FASA Secretary for a list of judging assignments set around your show date, to prevent unusable challenges. When you have made your final choice, and the judges have accepted, notify the FASA Secretary so that other clubs have access to up to date information.

If a club is considering inviting a Judge who is possibly not on the current Co-ordinating Cat Council of Australia or Australian Cat Federation panels, it is advisable to check with the FASA Secretary as to whether they are recognised by FASA. When inviting judges, contact by phone or email may be convenient in the initial stages, but it is advisable to confirm the assignment and arrangements in writing by sending a judges contract to all judges and later the front of the Schedule. It is usual to pay travelling and accommodation expenses for interstate judges (unless special arrangements can be made). If the guest judge can stay over in a member's home for a short time, then the club can take advantage of the much cheaper Flexi Fares available.

### STEWARDS

The FASA Steward Co-ordinator is responsible for appointing Judge and Vet Stewards for all FASA Shows. Let the Steward Co-ordinator know who your judges will be as soon as they have accepted their assignments and how many vets will be officiating so that the appropriate number of Stewards can be organised.

### VETS

These should be retained at least six months in advance and confirmed by sending the schedule front and the page from the show rules pertaining to vetting in (this should be in your Show package). The current fee is \$100.00 per vet, covering approximately 100 cats. Two vets (or a vet and vet nurse) are usually required for a 200 to 250 cat show. It is a help if one vet agrees to arrive about half an hour before vetting in time officially starts in order to attend to the cats of helpers, stewards and early comers first. A copy of the FASA show rules, Section C—Veterinary Inspection must be supplied to each vet by show management. Vetting in is carried out before the cat is benched.

## Trophies, Ribbons, Sashes, Rosettes, Medallions

Decisions must be taken as to whether the club intends to present trophies/ribbons/sashes/rosettes/medallions. If trophies are to be presented it must be decided to what extent exhibitors can be relied on to donate these or whether the club will provide them. Fewer and better trophies are better appreciated by exhibitors and reduce the work of the Trophy Stewards. The method for planning trophies and ribbons is described in detail in the relevant section.

# FASA - CAT SHOW MANAGEMENT MANUAL

(REVISED MARCH 2014)

## The Schedule

The Schedule consists of three parts:

1. Basic details about the venue, timetable, cheques payable to, judges, classes they will judge and show management. It is wise to include additional details in regard to the location of the venue, catering arrangements, a few important show rules for the benefit of beginners, a contact number for someone who can help new people and other items to which the show management wishes to draw special attention. It is very important to show the closing date of entries clearly. Include a club membership form.
2. The standard list of Classes as included in the Show Rules (supplied with the Show Package).
3. Entry forms cash summary sheets and vetting slips (supplied with the Show Package or from FASA website).

The schedule is an important document. Its clarity and accuracy **reflects the image of the club**, the eagerness of the officials to attract a good entry and a willingness to be of as much help to exhibitors as possible. A sloppy schedule gives a bad impression and is one cause of errors by exhibitors.

Distribution of the schedule is usually by bulk email but may be posted to those that do not have email access. An up to date email list of exhibitors is available from the FASA Secretary. This is kept up to date during the year and revised at the beginning of each show season.

Send a copy of the Show Schedule to the judges.

## Show Package

This consists of Judges Slips, Challenge Certificates, CCCA Certificates, trestle paper, disinfectant. All of these can be obtained from the FASA Stationary Officer. All clubs pay FASA for this package (plus a fee for insurance cover). The fee is determined each year by FASA Executive and is designed to cover costs only.

## Taking Entries

The official FASA show database must be used for preparing the catalogue, preparation for recording entries should be made in advance so that they may be dealt with as they come in and the last minute rush is minimised. It is usual to set the closing date as four weeks before the date of the show. In the best circumstances, recording should be completed three weeks before show date so that catalogue preparation may begin.

The FASA Microsoft Access database is available to all clubs and entry officers and use of that database is mandatory for all FASA sanctioned shows.

First scrutinise the details on the entry form to see that they are correct (remembering kittens over 6 months have to have a registration number). Check the cash summary and copy the relevant information into the data base. Queries in regard to apparent errors in details or money paid should be taken up with exhibitors as soon as entries are checked. Entry forms should be filed in alphabetical order of exhibitors surnames, so that details are quickly available if queries from exhibitors arise.

A show data base should be kept listing the following particulars which are required for financial control and planning the show:

- Name of exhibitor
- Total money paid
- Subs include in entry money
- Donations to Trophy and Ribbon funds
- Advertising paid for
- Number of exhibits entered
- Type of cages required
- Catalogue/s paid for

Money should be handed to the club treasurer for banking when entries are closed.

Other data base entries which should be kept include:

- A list of exhibitors who have donated to the Trophy and Ribbon fund
- A list of people willing to work at the show
- Numbers of cats by group, breed & colour (entires, neuters, kittens) —this is used when working out the breed awards.

# FASA - CAT SHOW MANAGEMENT MANUAL

(REVISED MARCH 2014)

**DO NOT CUT UP THE ENTRY FORM UNTIL AFTER NUMBERING UP IS COMPLETED!!**

## Vetting Slips

These are part of the entry form and are completed by the exhibitors when competing their entries. They are headed in the top left hand corner with the name and initials of the exhibitor, surname first, as they will be filed alphabetically. The vetting slip contains name(s) of the cat(s) entered and their cage numbers. If the exhibit is entered in Junior Exhibitor, this should be indicated on the slip, eg by using a different colour pen or envelope.

## Cage Numbering

Before the catalogue can be prepared, cage numbers have to be allotted to the cats. As far as possible, the numbers should follow the order of the classes, except that entire males should not be benched next to each other and should be separated by females, kittens or neuters. Because it is possible for different judges to judge adults, kittens and neuters, it makes for simpler organisation if entire females and males are alternated so that kittens and neuters may be kept separate, this will depend on the judging assignments.

Once numbering is complete the allotted numbers must also be marked on the entry forms (exhibits and summary sheet) and vetting slips. Numbering should be from 1 to whatever the total number of exhibits happens to be or, an often used method is to number each group i.e. Group 1 commencing 100 Group 2 commencing 200 and so on.

Remember when numbering to try and group single cages in pairs, as most of our cages are double which can be converted into two singles. This will assist when setting up the show. Calculate trestling and allow 36" for each double cage and 21" for each longhair cage and either 25" or 30" for Exhibitor Owned Cages.

When the numbering has been completed AND ONLY THEN the entry forms can be cut into sections. The exhibits are filed in numerical order. The summary sections are filed in alphabetical order of exhibitor.

From the statistics list prepared by the Entry Officer, the Breed Awards List can be prepared by the Entry Officer/Show Manager. A copy can be given to the Trophy Stewards.

The Show Rules make some awards compulsory (top 10 of entire, neuter, and kitten in each group. Domestic just top 10, with the rest of the Breed Awards at the discretion of the club. A useful guide for drawing up the Breed Awards list is:

- 3 exhibits in a breed for Best of Breed
- 5 exhibits in a breed for Reserve of Breed
- 7 exhibits in a breed for third best
- 9 exhibits in a breed for fourth best
- And so on.

These are only guides and can be amended depending on entries and how much the club wishes to spend on trophies.

Breed Awards can also be awarded across sections if there are insufficient numbers to justify awards for a particular section, eg Best Birman Exhibit (covers entires, neuters and kittens). Be careful in these grouping to make logical groupings that avoid conferrals as much as possible.

The catalogue is a most important public relations document for the club. It should therefore be accurate, complete and well presented. This is produced for the data base by the Entry Officer. For the average show, it is usual to print about 10 more catalogues than the number ordered by exhibitors.

At present, each club decides on the order in which the various sections of the catalogue are arranged but, from the point of view of exhibitors, it would be preferable if the same order was used by all clubs. The order suggested is:

- Details of Show management, Judges, Vets and FASA Rep for that show.
- Details of Club officials and services offered, plus membership form.
- An up to date list for the End of the Year Awards.
- CCCA awards, top 5's
- List of Breed Awards offered in the order of;
  - (a) Group 1
  - (b) Group 2
  - (c) Group 3
  - (d) Group 4 (Domestics).
- Acknowledgement of trophies and donations.
- Classes in each of Groups 1, 2, and 3 in the following order:

# FASA - CAT SHOW MANAGEMENT MANUAL

(REVISED MARCH 2014)

For each breed, entire adults starting with Gold, Silver and Bronze Grand Champions, male and female; Grand Champions, male and female (challenge classes); champion, male and female (challenge classes); Open Classes in Breed and colour order, male and female (challenge classes).

Neuters—same order as entire adults.

Kittens—In Breed colour order and age groups, starting with the oldest age group and males before females.

Experimental exhibits are included in the appropriate breed section for entire, neuter and kitten. Note that experimental exhibits compete with their full register counterparts for Specials and Side Classes.

- Classes for Group 4 in the order shown in the list of classes in the schedule.
- List of Exhibits. The list of exhibits should run in numerical order and consist of the following details:
  - Cage number,
  - Exhibit's name,
  - Sire and dam,
  - Date of birth,
  - Breeder,
  - Owner.
- All necessary details can be found on the entry forms. This is the reason cage numbers were marked on the forms and then filed numerically.
- List of Exhibitors. Consists of the name (in alphabetical order), address, telephone number and email address of each exhibitor, together with the cage number of any exhibit entered in that particular name.
- Advertisements in the catalogue contribute substantially towards the cost of its production and the entry officer or a member of the committee should be asked to take the responsibility for sourcing these.

It is helpful for the entry officer to collect together various notices and announcements—eg for forthcoming shows, club meeting dates etc for inclusion in the catalogue. They help to fill up odd spaces at the bottoms of pages.

The job of printing the catalogue should be completed about a week before the show (ask around for good deals on printing or photocopying, but one source is sending an electronic copy to say, Officeworks Online shop and pick the whole lot up collated and stapled).

## Judges Slips

The Judges Slips are printed from the entry data base via a Word Document. The classes should be headed up as in the catalogue but, of course, only the cage numbers, breed, class, colour and date of birth are given. The slips must indicate if the class is one for which a Challenge may be awarded.

As scratchings are received they should be marked on the master catalogue both in the List of Exhibits and in the Classes section and the Judges slips.

## Sundry Arrangements

There are many arrangements to be made before the show day.

**FIRST AID KIT:** A first aid kit must be readily available at all shows

**TRESTLING:** FASA owns 100 x 6' trestles which equates to 600' of trestling. These are stored in the FASA trailer and arrangements need to be made to have these delivered to the show venue.

**PAPER TO COVER TRESTLING:** This is supplied by FASA as a part of the show package.

**CAGES:** These are stored in the FASA trailer and arrangements need to be made to have these delivered to the show venue. There are 99 Longhair, Double Single 44 (equates to 88 single), Double 21, Single 9. Exhibitor Owned cages are a standard 25" or 30" for all breeds.

**WIRE FOR CAGES:** Pieces of insulated wire, (garden ties) 3 to 4 inches long should be prepared in readiness for wiring up the cages.

**JUDGING EQUIPMENT:** Paper towelling must be provided for vets and judges. About ten rolls will be needed for a show. Disinfectant is supplied as part of the show pack. **Do not use Household disinfectants such as Jasol or Dettol which are toxic to cats.**

**CAGE NUMBER CARDS:** Cards about 4" x 2", clearly marked with the cage numbers need to be provided for attaching to the cages. These are prepared by the entry officer.

# FASA - CAT SHOW MANAGEMENT MANUAL

(REVISED MARCH 2014)

**RUBBISH BINS AND GLAD BAGS:** These will be needed for use during the show and for the disposal of rubbish afterwards

**OFFICE SUPPLIES:** Masking tape for fixing bench paper to trestles and for putting up notices will be needed, also adhesive tape. Pens , Felt pens, clips and raffle books.

**NOTICES:** These should be made in advance for such things as, directions to toilets, club table, reminders to exhibitors to dismantle cages, vetting in and to indicate to the public the way into the show hall and the admission fee, turn off mobile phones, etc.

**INSURANCE:** FASA has a policy to cover all associated clubs. The clubs must then reimburse FASA for their share of the policy costs.

**LUNCH TICKETS:** Judges are provided with a free lunch. If possible it is also good to include stewards and ring clerks.

## Money Raising and Side Activities

**CATERING:** If the club has sufficient workers available then it can provide light lunches, tea, coffee and soft drinks. Sometimes an ancillary organisation will do the catering or cold food may be brought in from a shop. It is usual to provide tea, coffee and biscuits at the start of the morning for judges and helpers.

**RAFFLE:** Frequently prizes are donated by club members and friends. Someone should be put in charge as much organisation needs to be done in advance and tickets need to be sold at the show.

**TRADING TABLE:** If helpers are willing and available, a trading table can help with club funds. A good deal of organisation and collection of goods for sale is necessary.

**SPONSORS:** Clubs need to check with FASA as to what arrangements are in place for sponsors for the year, and whether they can bring in any others, or what samples are available.

### STALLS FOR OTHER ORGANISATIONS:

Sometimes people enquire as to whether they can set up a stall or table to sell goods which are of interest to exhibitors and the public. You may choose to charge for the table or alternatively accept a donation from the stall. Welfare organisations should not be charged.

## Setting Up The Show

You may arrive at the show hall the day before the show, with the cages, trestling, bench paper and a list of the cage numbers showing cage types and, provided you have helpers, will get the show set up. However, unless some preliminary planning has been done, the job will take twice as long as it needs.

To get the most efficient and pleasant lay out and complete the job quickly, the following matters should be attended to in advance:

- Obtain the exact measurements of the hall and draw a plan showing the entrances and exits, stage (if any), foyer and side rooms.
- Having obtained an accurate picture of the space available, decide on the general lay out of the cages, where the vetting in is to be done, the location of the trophy table, where the Awards Board and the results recorder are to be placed, the number and size of tables to be provided for ancillary activities and the clubs and where they are to be put.
- Draw a floor plan of the proposed lay out on a piece of graph paper.
- Trestles FASA own are 100 x 6' in total which equates to 600'. Remember to allow a little more length than the exact theoretical length required to fit a certain number of cages, eg a length of 60' of table should, theoretically take 20 double cages, each measuring 3'. In practice, because of the small gaps between cages, 60 feet will only take 19 doubles and 1 single cage. (9 of these single cages are available.)
- It is wise to obtain firm promises in advance from eight to ten people to assist in putting up the show. Others will always be welcome. Arrange for a few men to be available right from the start to put up the tables.

# FASA - CAT SHOW MANAGEMENT MANUAL

(REVISED MARCH 2014)

## The Procedure for Putting Up Is As Follows

1. The first job is to set up the trestles in bays then cover tops and fronts (skirts) with paper.
2. Cages should be unloaded from the trailer as required and placed in bays according to needs for that bay. Cages are then placed on trestles in line with the list of cage numbers and types leaving spaces for Exhibitor Owned Cages (cage number to be written in space) as per the list prepared by the Entry Officer.
3. The cage number cards are then attached to cages or placed in the space for any Exhibitor Owned Cages.
4. The cages must be disinfected with supplied by FASA (using the spray bottles that the judges will use the next day).
5. Tables for vetting in, checking in, and notices should all be placed in position.
6. Leave some spare cage wires in an easily accessible place, such as the club or FASA table or the end of rows.
7. Make sure you have the key and an alarm code to open up the hall the next morning or know where to get it.
8. Any changes to the judges must be written up and notice placed by the front door. Also notices about turning off mobile phones during judging.

## Arrival at The Show & Checking In Of The Cats

### **SET YOUR ALARM CLOCK BEFORE YOU GO TO BED!!!**

If the club management wishes to gain a reputation for running efficient, happy shows, a good start to the day always makes a good impression with exhibitors. Courteous, friendly helpfulness should be the order of the day.

Every endeavour should be made to ensure that vets arrive on time and a telephone reminder the day before is advisable.

Paper towel and spray bottles with disinfectant water should be ready on the vets tables and vetting stewards should be on time. If they are unable to have their cats checked early.

The officials responsible for giving out vetting slips should be ready 15 minutes before the advertised time and a relief should be available as well. A list of scratchings should be compiled as exhibitors collect their vetting slips. This list to be given to the steward coordinator on completion of vetting in.

Judges should be welcomed and directed to the "tea room" away from the exhibitors and give them their judging slips for the day. When the Show Manager is ready for judging to begin, the Steward Co-ordinator will assemble the stewards and, if necessary introduce them to their judge

An official should quickly check to see that no identifying objects have been left in or on the cages and that no cat is in distress.

## The Ring Clerk, Results Recorder

**Ring Clerks** are appointed by the Show Manager well in advance of the show and one is needed for each judge or bay.

The Ring Clerks are responsible for:

- completing challenge certificates and crossing off ineligible challenge certificates, completing CCCA Certificates and ensure judges sign certificates (all eligible and ineligible certificates to be sent to the FASA table for signing and distribution)
- if available complete prize cards. Place rosettes and prizes on cages.
- Judges slips to be promptly forwarded to the Results Recorder.

**Results Recorder** is appointed by the Show Manager well in advance of the show and only one person is required but must have access to a computer and printer (either personal or club supplied).

The Results Recorder is responsible:

- to input all Group and Breed Awards into the computerised results sheet.
- Ensure one catalogue has all scratchings marked for the Point Scorer.

# FASA - CAT SHOW MANAGEMENT MANUAL

(REVISED MARCH 2014)

- Print out sufficient copies of the results for each Judge, Point Scorer and Show Manager and display completed pages on the wall for exhibitors to mark their catalogues as required.

After the show in a timely manner an electronic copy to be forwarded to the Entry Officer to be attached to a catalogue and emailed to sponsors.

## Awards List

After the entries have closed, the list can be amended and Breed Awards added or deleted where the entry for particular classes is larger or smaller than expected. Group Awards will not change as a top 5 in each section must be given to allow for End of Year Point Scoring.

A well presented Trophy Table always makes a good impression.

Any trophies or ribbons not claimed should be given to the club Secretary for later distribution.

## The Club Information Table

Although a show can be conducted without any Club Information Tables, a club which is keen on serving its membership and/or the particular breed it may represent, should use the opportunity presented at the show to demonstrate to its members the variety of services it can offer and to recruit new members. For this reason, a club official or senior committee member should organise the table and be available for the benefit of the club members, exhibitors and the public.

Public relations are, of course, best promoted by helpful, knowledgeable personal advice but it is also important to have written and other material available for enquirers to take away. These include:

- Club membership application forms
- Club badges
- Free pamphlets describing the club's activities—eg meeting dates and places, show dates for the season, social activities, books and technical pamphlets
- Details of kittens available for sale
- Club magazine
- In the case of district or area clubs, information about breed clubs affiliated to FASA. Annual subscriptions are often paid at the table as well.

The Club Table should be in a prominent position having bright posters to attract passers-by.

## FASA Table

The FASA Representatives will assist in adjudicating should any dispute arise on show rules, which should be settled at the time by the FASA rep in co-operation with the Show Management and, if necessary, a FASA judge.

The FASA Representative should be there to promote FASA and help exhibitors. The representative must be on duty to distribute Honours Certificates, Challenges, and information about FASA activities. A table should be provided for the FASA representatives.

These people need to be present all day.

## The Door

At least two people should be available for this job if a door taking fee is expected.

## Show Hosts

There should be people available to help new exhibitors & the public and generally promote good public relations. Their names should be printed on the schedules.

## Publicity

If a club wants to get a good entry and a good door taking at a cat show, much thought and effort is required.

The entry will be affected by the reputations of the judges used and the value of the trophies offered, the standing of the club and the competition to be expected. An attractive schedule must be widely circulated within and without the State if entries are to be maximised.

It is difficult to achieve a good door taking without a thorough and well thought out publicity campaign or spending money on advertising. The clubs which have been successful have usually employed various 'gimmicks' or been fortunate enough to obtain free support from the local newspapers.

# FASA - CAT SHOW MANAGEMENT MANUAL

(REVISED MARCH 2014)

If a club decides NOT to make a special effort, the normal practise is to pay for notices of the show in the Saturday and Sunday papers, perhaps have an article written in the Messenger or local press, display a few posters in the area around the show venue and distribute flyers.

The first consideration is to decide whether to aim at a local public or the whole of Adelaide. Unless newspaper and TV coverage can be obtained, it is better to concentrate on the local population. To obtain newspaper and TV support, a gimmick must be introduced that has general public appeal, eg, some sort of children's competition embracing cats, cats connected with a popular cause such as the Animal Welfare League, or the support of a well known personality.

It is in the interests of the cat world to make special efforts from time to time. The number of breeders and kittens for sale is increasing all the time and a wider market is needed to absorb the increase. The show is the Cat Fancy's best shop window.

## Taking Down the Show

At the end of the day everyone is tired and wants to get home with their cats. With a little organisation a show of 250 cats can be pulled down and cleaned up in 3/4 hour.

- Ask Exhibitors, over the PA system and by putting up notices, to collapse their cages.
- Try and arrange for about a dozen people to stay and help.
- Have the club trailers parked near the exit door at the close of the show.
- Have two or three stacker trucks available for transporting cages to the trailer for loading.
- Make advance arrangements for disposing of rubbish and see that brooms, glad bags etc are available if the club is responsible for cleaning the hall.

## The Show Account

After the show the Treasurer has to bank the money taken at the show and to prepare an account of the Income and Expenditure to show the profit/loss made. It is important for the Show Manager to keep a record of any money expended out of cash and retain any bills for the Treasurer.

## Financial Planning & the Show Budget

It is normally a worry to a new club whether the show can be made to pay or not. A club can at least break even if it takes the trouble to budget, think ahead and enlist the support of other clubs.

### APPENDIX A

#### NOTES ON SHOW BUDGETS

- Schedules: It is usual to email these but a few may need to be posted.
- Printing Of Catalogues: Usually done by photocopying at such places as Copyfax, Office Works etc.
- Delivery of trailers: arrange through FASA, cost depending on venue \$200-300 for both trailers.
- Hall: The cost of hiring the hall and there may be costs involved in paying say, community groups or others to help set up and pull down the show.
- Trophies: The amount spent on trophies and ribbons/rosettes is entirely a committee decision.
- Challenge Certificates, Judges Slips, Disinfectant, Trestle paper: The cost of these is covered by the Show Pack fee payable to FASA.
- Prize Cards: If used.
- Catering: If the committee has enough support to undertake the catering a profit can be made.
- Interstate Judges: These are a major cost item, particularly when air fares are involved. Where possible, Clubs should use flexi fares and other discount provisions. Judges should also be given the choice of accommodation. While many are prepared to stay with Club members, others prefer to stay in motel accommodation.

# FASA - CAT SHOW MANAGEMENT MANUAL

(REVISED MARCH 2014)

- Show Dinner: Sometimes a dinner is organized for Judges and club supporters at which the judges are treated. If this is too expensive, an evening can be held at a members home with the club buying drinks and the members bringing the food.
- Door Taking: Figures will vary for the door taking, it can depend on location publicity etc.
- Raffle: Can make a good profit depending on the raffle prizes, the time it is run for and the exposure.
- Fund Raising: Many clubs raise funds through the year to sponsor the show, eg, selling chocolates, running raffles, social events, etc. Other clubs seek additional commitments from their supporters by way of donations towards the show. Sponsorship need to be sort to help offset costs incurred by the club.

## APPENDIX B

### TIMETABLE FOR SHOW PREPARATION

August/September	Club committee decides on show dates for the following year and applies to FASA by September 30. Committee and members look for a suitable venue.
October	FASA confirms show date/dates. Committee meeting to decide policy in regard to judges, trophies and ribbons, catering, fund raising activities.
SD minus 6-7 months	Book venue.
SD minus 3-2 months	Design schedule. Order rosettes. Start soliciting special trophies, raffle prize etc. Make catering arrangements. Check prize card stock and arrange for printing if required. Prepare show Budget.
SD minus 7-6 weeks	Circulate schedules, including all judges on FASA panel.
SD minus 4 weeks	Official closing date for entries. Have data base ready. Have publicity write up ready. Have outline plan of show hall ready. Advertise closing date of entries.
SD minus 3 weeks	Definitely close for all late entries.
SD = SHOW DAY	

**FASA - CAT SHOW MANAGEMENT MANUAL**  
(REVISED MARCH 2014)

**Suggested format for keeping track of progress:**

Cat Show Planning			
Things To Do	Arrangements	Progress	Cost
Appoint Show Manager & Entry Officer			
Set Budget	Entry fees .. Expenditure ..		
Booking Judges			
Booking Airfares			
Booking / Arranging Accommodation			
Ordering Rosettes / Prizes			
Booking Venue			
Arrange Trailer Tower			
Arrange Judges Transport to the show			
Arrange Kitchen Manager			
Booking Vet/s			
Distribute Schedule			
Arrange collection of Product			
Arrange collection of keys codes etc for venue			
Send out reminder for entries			
Order Show Pack			
Sort Breed Awards and arrange any other awards			
Catalogue			
Judges Slips			
Challenges			
Arrange Set-up			
Present show report to Committee			

## APPENDIX C

### ADDITIONAL ARRANGEMENTS FOR SPECIAL SHOWS

SD minus 20-18 months	Committee meeting to decide policy. Invite overseas Judge/s.
SD minus 15-12 months	Fix venue; Prepare budget and plan publicity.
SD minus 12-9 months	Arrange trophies, sponsorship or any other special help with commercial firms.
SD minus 9-6 months	Circulate publicity "flyers" to interstate, country and Adelaide clubs, notifying date, principle judge, venue and main trophies. Fix overseas judge's travelling and accommodation.
SD minus 8 weeks	Start interesting media in show features and arrange publicity.
SD minus 3 weeks	Start publicity to attract public in media.