

WESTERN DRESSAGE ASSOCIATION®

OF AMERICA

2018 Western Dressage World Championship Show Show Secretary Request for Proposal

Show Dates: September 27 – 30, 2018.

Point of Contact: Jon Haugen jonchaugen@gmail.com

The Western Dressage Association is in need of a Show Secretary, 2018 Western Dressage World Championship Show and is accepting proposals in response to this RFP.

Pre-Show Responsibilities

- Assist WDAA in locating and help providing contact info for availability, officials and staff including: Scribes, Paddock Masters, EMT, Scorers, Runners, On-call vet, On-call farrier, Bit checker
- Write prize list and submit to USEF
- Maintain website with pages covering: Entry information, Results page, Link for webcast, Competitor service (videographer, photographer, golf cart rental), Lodging and RV information, Media and spectator information, Information for potential vendors and advertisers, Silent auction item photo and descriptions (provided by silent auction coordinator), Facility information and photos, Officials names and biographies, Sponsorship opportunities, 2018 sponsors (provided by sponsorship coordinator), Awards information and photographs, Frequently asked questions
- Communicate with competitors
- Accept entries
- Forward payments to WDAA at agreed on time schedule
- Schedule ride times for the show
- Print and label tests for judge's packet
- Supply info to WDAA for program content (not ads).
 - Exhibitor list by back number including basic demographics or riders
 - List of historical division winners
 - List of sponsors (provided by sponsorship coordinator)
 - Explanation of awards pickup / list of available awards
 - List of officials including biographies and photo
 - List of vendors (provided by vendor coordinator)
 - List of silent auction items (provided by silent auction coordinator)
 - Facility layout including location of show office and WDAA office
 - WDAA membership application (WDAA to provide)
 - WDAA lifetime points program (WDAA to provide)
 - Time and location of safety meeting (provided by show manager)
 - Name of safety coordinator (provided by show manager)
 - Emergency plan
 - Important phone numbers page including: Lazy E rep, vet on call, farrier on call, nearest hospital, nearest equine surgical facility, show manager, show steward, EMT
 - Golf cart rules
 - Time and location of golf cart parade (provided by awards coordinator)
 - Time of stall decorating judging (provided by awards coordinator)
- Assign stalls, produce and hang stall cards and stall chart
- Provide count of competitors to hospitality coordinator.

During Show Responsibilities

- Hang sharps containers and stall cards – Tuesday
- Display in multiple locations: stall chart, facility map, list of parties, stall office hours, vet and farrier numbers, location of nearest surgical facility
- Set up competitor (secretary's) office in the Justin Boot office (Tuesday)

- Check in competitors, distribute competitor bags with numbers, program, etc. (Wed-Thursday)
- Post day sheet in show office and on show website by 12 pm the day prior to the show day
- Check tests for next day nightly
- Supply equipment for staff daily including day sheet, clipboard, latex gloves, pens, radios (maximum of 10 radios), judge's test packets
- Deliver to WDAA office staff equipment listed above at least 30 minutes prior to the first ride of the day
- Oversee scoring including:
 - Data input and cross checking
 - Copy tests for Group Apprentice Judging and Judges Seminar future use.
 - Place classes
 - Display results and partial results (classes not yet completed) near show office
 - Deliver completed tests to WDAA office for distribution and awarding of prizes
 - Maintain high point spreadsheets
- Quickly calculate show championships including:
 - Division winners
 - Overall high point amateur, junior, open rider
 - Breed high point winners
- Update class results on show website a maximum of every 4 hours during show
- Handle individual requests of competitors, if at all possible

Post-Show Responsibilities

- Pack secretary's office
- Submit results to USEF
- Load division results on show website
- Provide breakdown of competitor revenue using the following items:
 - Stall fee
 - Tack stall fee
 - USEF fee
 - Office fee
 - Class fee
 - Advertisements paid for on entry
 - Sponsorships paid for on entry
 - Dinner Tickets paid for on entry
 - Raffle Tickets paid for on entry blank
- Tabulate statistics for show program insert
 - Number of horse breeds participating
 - Number of US states represented
 - Number of Canadian provinces represented

All Bids are due by Mar 10, 2018

Send bids to: dini@westerndressageassociation.org

The objective of this Request for Proposal is to locate a source that will provide the best overall value to the Western Dressage Association of America. While price is a significant factor, other criteria will form the basis of our award decision.

Submission Guidelines & Requirements

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.



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 P.O. Box 2349 Parker, CO 80134
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2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than March 15th 2018.
3. Bidders must list at least 3 projects that are substantially similar to this project as part of their response, including references for each.
4. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
5. Proposals must remain valid for a period of 30 days.

The Western Dressage Association of America reserves the right to award to the bidder that presents the best value to The Western Dressage Association of America as determined solely by The Western Dressage Association of America in its absolute discretion.



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