

## **CHAPTER 14 – HOSPITALITY CHAIRMAN**

### **Responsibilities**

1. Care and feeding of officials, staff and volunteers during competition, i.e., morning coffee and muffins, lunch, snacks and drinks. The Organizer will help develop this list and when they need to be fed.
2. Arrange housing and transportation for visiting officials, if applicable

### **The Hospitality Committee will care for the Following Officials**

1. All show officials
2. All event staff
3. All volunteers
4. Any parties planned during the event
5. Event Host (Property Owner, if applicable)

### **12 - 16 Weeks Prior to Event**

1. Contact Secretary for names and addresses of the Technical Delegate, Eventing Judges and Dressage Judges.
2. Begin arranging for transportation from the airport and lodging. If officials prefer to stay in a motel, reserve rooms in a nearby motel. Provide a car or transportation to and from the event site.
3. Determine the availability of shelter, electric outlets, etc., at the event site. If necessary begin arranging for a motor home, camper, etc., to provide a comfortable sheltered area for officials.
4. Determine your budget with the Organizer.

### **4 - 8 Weeks Prior to Event**

1. Determine any special dietary needs of officials, staff and volunteers
2. Firm up arrangements for a sheltered hospitality area, if applicable (usually at a one day, it is not used because of limited time).
3. Establish firm list of committee members. Include non-horse people who can give the above listed duties full attention.
4. Confirm motel reservations and/or private housing.
5. Confirm that transportation has been arranged.

### **4 Weeks Prior to the Event**

1. Establish food sources for all meals and snacks; watch for grocery bargains.
  2. Arrange equipment: table, chairs, thermos bottles, cups, napkins, etc.
  3. Coordinate with Organizer special dinners, activities, etc.
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4. Coordinate with Dressage and Show Jumping Stewards about putting a basket of edible goodies in Judges Boxes.
  5. Schedule lunches on Cross-country and Show Jumping days according to event schedule and/or needs of officials.

### **2 Weeks Prior to the Event**

1. Confirm details of housing and transportation (who is scheduled to meet planes and chauffeur officials.)

### **7 Days Before the Event**

1. Confirm with your committee members that they will keep to the schedule, i.e., serving lunch, coffee breaks, etc.

### **During the Event**

1. Use runners to check on needs of Dressage Judge & Scribe
2. Stay flexible and alert. BE PREPARED FOR ALL KINDS OF WEATHER!!!
3. Keep notes on your work, comments and better ideas, quantities, etc.

**After the Event**

1. Send Thank-you notes.
2. Return Equipment.
3. Attend debriefing and turn in notes.

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