



TEXAS LONGHORN

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Breeders Association of America

# **Show Manual &** **Procedures**

*Texas Longhorn Breeders Association of America – Special Events Department*  
*2315 N. Main St. Suite 402*  
*Fort Worth, Texas 76164*  
*(817) 625-6241*  
*[www.tlbaa.org](http://www.tlbaa.org)*

# TLBAA Show Manual & Procedures

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## TLBAA Contacts



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[www.tlbaa.org](http://www.tlbaa.org)

The TLBAA Staff are available to answer questions and provide you with important information to help your show be successful.

It is important that the Show Chair stay in contact with the TLBAA Special Events Department throughout the planning process and after the completion of the show. The staff will help provide the information necessary to meet deadlines and maintain World Qualifying status for shows.

In order to better equip Show Chairs and Affiliates, the TLBAA, along with the help of show veterans, Lana Hightower and Trigg Moore, has put together information to make the planning and follow-up process easier. This Manual includes the following important forms and information: World Qualifying Show application, example entry form, TLBT youth support information, as well as pertinent deadlines and rules.

## **Show Chair**

Deciding to host a World Qualifying Show is an exciting opportunity to invite the breed's finest cattle and passionate exhibitors to an Affiliate's area. As Show Chair of a World Qualifying Show, remember this is a very large undertaking and will require a considerable time investment in order for a successful show event. It is advisable, that a Show Chair has several years of show experience prior to undertaking this position to better prepare the Chair with practical understanding as well as knowledge of the show experience from a participant's point of view.

It is the responsibility of the show chair to cover all aspects of the show, from start to finish. A successful show is predetermined by the commitment of the Show Chair.

A Show Chair needs dependable assistance throughout the entire process. Various tasks should be delegated to trusted individuals that will get the job done. The Show Chair needs to understand that everyone involved is a volunteer. Managing those individuals that have offered assistance is critical, and a Show Chair needs to be capable of working with all types of people. Regular communication with those volunteers that will be assisting and supporting the event is critical.

The information in this manual is intended to support those individuals involved in the show process. The Official TLBAA Handbook is a necessary tool for information regarding rules and regulations concerning World Qualifying Shows. The Show Chair will need to familiarize themselves with this information to avoid problems that may effect the show's World Qualifying status. It is always helpful to consult with successful Show Chairs in other Affiliates within the breed for helpful advice.

## **Rules and Regulations**

The Show Chair needs to make sure they have a current copy of the TLBAA Official Handbook. In order to serve and preserve the breed it is important to maintain a fair exhibition event that maintains Association rules and breed guidelines.

If a discrepancy should arise, the Show Chair has the responsibility of making sure that the rules are strictly followed. Their decision shall be final and binding.

All paperwork and fees must be received in the TLBAA offices no later than **7 days** following the show. These forms include the official show program signed by the official judge with results clearly noted (show programs must include animal numbers), youth point totals with TLBT member numbers, pictures labeled with animal and owner information, and a check for the qualifying fees(\$5/head x number of World Qualifying entries).

**\*\*\*Any show not received within 7 days of the event or missing any of the required information or payment will be disqualified from World Qualifying status. \*\*\***

**Sponsor:** “World Qualifying Shows are to be sponsored and managed by the various TLBAA recognized affiliate organizations.” The affiliate organization must submit the TLBAA World Qualifying Show application form by August 1 (for the following year) to establish World Qualifying Show dates and annual calendar.”

*(Texas Longhorn Breeders Association of America Official Handbook, pg 45)*

“Qualifying shows cannot be scheduled during a nationally sponsored (official) TLBAA function without approval of the TLBAA Board of Directors.”

*(Texas Longhorn Breeders Association of America Official Handbook, pg 44)*

**Membership Requirements:** “Owners of cattle must be members in good standing with the TLBAA to participate as exhibitors in the Qualifying and World Shows. Sponsors of qualifying shows cannot require a potential exhibitor to be a member of that affiliate organization. However, owners/exhibitors are encouraged to be members of at least one affiliate organization.”

*(Texas Longhorn Breeders Association of America Official Handbook, pg 45)*

**Proof of Registration:** “Show management must inspect the registration certificate or photocopy thereof for each animal entered into a show. All animals will be subject to positive identification at arrival and throughout the show.”

*(Texas Longhorn Breeders Association of America Official Handbook, pg 45)*

**\*NOTE- “Do not accept ‘pending’ as an animal’s registration number. The animal must be registered with the TLBAA to be included in a show. If you turn in a show book with “pending” for an animal, that animal will not be considered in the recording of Hall of Fame Points.**

**Show List:** “Show management must publish a show list (catalog) of entries including, each animal’s registered TLBAA number, and each animal by class, entry number, name, date of birth, and owner.”

*(Texas Longhorn Breeders Association of America Official Handbook, pg 45)*

**\* If it is a Youth Show, please include the correct TLBT exhibitor name.**

## **Location & Date Selection**

Six months to one year prior to the show you will need to firm up the location for the show.

When selecting the show date, it is important for the success of the show that a date is selected with minimal conflict to other TLBAA events.

Decide the scope of your show. A full show has youth, open, and non-haltered divisions, while some shows elect to offer only haltered classes depending on the facility and resources available.

Anticipate the size of the show. This is important to ensure that you have adequate stall and pen space.

If this is going to be a full show, you need to consider

- A. Does the facility have pens? Or, is there space where temporary pens can be assembled?
- B. If utilizing temporary panels or pens, who will provide, deliver, set-up/tear down the panels? Also consider how this will affect the show budget.
- C. Tie out space
- D. Arena size
- E. Make ready & staging areas
- F. Time of year & weather conditions
- G. P.A. system availability

Once these items have been considered you will have a better idea of facility cost and will be better able to budget the show

## **Officials & Management**

The Show Chair will require assistance from the affiliate. Depending on the size of the show, there may need to be a Co-Chair for each division of the show. It may be helpful to have someone to individually oversee the non-haltered, open & youth portions of the show.

### **Grievance Committee.**

The grievance committee needs to be designated to handle any disputes pertaining to rules that may arise during the show. Each committee member will need to have a current copy of the TLBAA Official Handbook for reference to Association show rules and regulations. Should a discrepancy arise, the committee will need to be a fair and impartial, as well as able to decisions in the best interest of the breed based on the established rules.

### **Show Secretary**

A Show Secretary needs to be designated to maintain the official program as well as youth points if applicable. At the conclusion of the show, the judge needs to sign the program. The official copies will need to be sent to the TLBAA and a copy should also be maintained by the sponsoring Affiliate.

The Show Secretary may decide to delegate the recording of youth points. This individual needs to be a person that knows the youth and can accurately record each time a youth enters the ring. Once the show is complete, the TLBAA Youth points form will need to be completed and mailed to the Association with the official show programs.

### **Show Treasurer**

There will need to be a **treasurer** to keep up with show expenses and make a final report to the affiliate. All animals entered into the TLBAA World Qualifying Show are assessed a \$5/head World Qualifying fee. A check for the World Qualifying fees is due to the TLBAA with the Official Program and Youth Points.

**Remember, all show paper work and fees are due to the TLBAA with 7 days after the conclusion of the show. All forms are available to the Show Chairs and Affiliates in an electronic format; please contact the TLBAA and these will be delivered for additional convenience to the Affiliate.**

## Judges

It is important to select qualified and established judges for your event. It is recommended that one judge be used for youth and another judge for the open show. This prevents one judge from seeing the same animals twice during the show.

It is the responsibility of the show chair to make sure the judges are:

- A. Qualified – make sure the judges have the latest copy of the Breed Guidelines. Each judge needs to read and understand the characteristics that set Texas Longhorns apart from other beef cattle breeds.
- B. Avoid Conflicts of Interest – it is imperative that there be no animals owned, bred or raised by the judge in the show. It is also recommended that the judge not currently be active on the show circuit or directly involved with animals competing on the circuit currently. This prevents the exhibitors and crowd from speculating that a champion was picked to affect the show circuit point standings. As a professional courtesy to the judge, it is important to avoid conflicts of interest for cattle evaluators, so always be mindful of the factors that may cause create a professional problem for the judge.
- C. Contact – desired judges need to be contacted immediately. Judges are booked months in advance, and it is ideal to have them committed as soon as possible. Once you have confirmed your judges, it is a good idea to send them a letter thanking them for agreeing to judge your show, as well as reminding them the date and location of the event.
- D. Communicate – the show chair needs to stay in contact with the judges, arrange for transportation, hotel, and their needs during the show, as well as after the show. Each individual show makes different agreements with selected judges, but it is important that each understands what the expectations are for the event.

*A judge's card* needs to be made available for each class with only the exhibitor number, date of birth of the animal being exhibited, age of calf at side, and pregnancy status of the cow being exhibited if applicable. At no time should the judge be given any breeder or owner information. Not all judges will use a judges card, but it is a common practice to have one available.

- E. Respect – remember the judge is in charge of the ring procedure and the movement of cattle in the show ring. Make sure ring stewards have discussed with the judge his or her needs when evaluating the cattle in the show ring.
- F. Payment – judges should be paid immediately upon completion of their evaluation responsibilities. Make sure that the treasurer has a check prepared for the judge. Most judges expect to be paid before they leave the show facility unless both show officials and the judge agree upon prior arrangements.

Make sure to request judges to arrive 30 minutes prior to the start of the show. This gives the judge time to familiarize with the ring and for questions to get answered.

Positive show results will be achieved by proper selection and care of the show judges. Breeders will respond best to a judge that takes adequate time, looks closely at their animals and evaluates them with knowledge of Texas Longhorn breed characteristics.

All judges evaluating cattle at TLBAA World Qualifying shows must have a current biographical file with the TLBAA. If the TLBAA does not have a current form on file, please have your selected judge complete one and the Show Chair may send it to the Association with the official results, fees, and points after the conclusion of the event.

## **Ring Stewards**

Ring stewards are vital to the show. They need to dress and conduct themselves in a professional manner. They are to be impartial stewards of the show and courteous to the exhibitors and the judge.

In the haltered show, their job is to lead the exhibitors around the ring in the desired pattern as requested by the judge. It is important that stewards do not interfere with the exhibition of cattle, and assist in a proficient manner without interrupting the progress of the show.

In the non-haltered classes their job is to separate out the animals at the judge's request. Then sort them into pens according to placing.

Depending on the size of the classes it is recommended to have at least two ring stewards per show. It is best to use different ring stewards for the youth, haltered and non-haltered parts of the show. This is a very tiring job and you don't want to over work them.

At no time should the ring stewards have any input as to placing the class or information about the animal, owner, breeder or exhibitor.

When selecting ring stewards, it is helpful to utilize individuals with an understanding of ring procedures.

## **Ring Procedure**

The judge will set up the movement of cattle around the ring. Remember the spectators are a vital part of the show. Make sure the animals are lined up so the crowd can also get a good view of the animals.

During Championship classes, make sure the judge allows the second place animals to come into the ring before picking the Reserve Champions. Many times the judge will have his mind already made up and use a first place animal from another class, but it is important for the exhibitor to get to go back into the ring to show their animal. This also helps the person keeping youth points to physically see the person bring the second place animal into the ring.

The ring stewards are essential to keeping the animals moving and lined up the way the judge desires. Ring stewards are there to help maintain the flow of the show ring.

## Volunteer Duties

A person will need to be assigned to each of these tasks. In some cases several tasks can be appointed to the same person or when appropriate can be shared. Although this list of duties is comprehensive you may have additional responsibilities to delegate.

- A. Show chair
- B. Secretary
- C. Treasurer
- D. Youth Points Recorder
- E. Grievance Committee
- F. Entry packets
- G. Show Programs
- H. Judges cards
- I. Judges
- J. Awards
- K. Accommodations Coordinator
- L. Site inspection
- M. Announcer
- N. P.A. system
- O. Exhibitor/Animal Check-in
- P. Show coordinators (Youth, Open, Non-halter)
  - 1. Ring stewards
  - 2. Gate keepers
  - 3. Make ready
- Q. Fund raising, sponsorships, silent auction & auction items
- R. Dinner or activity coordinator
- S. Photography
- T. Refreshment coordinator
- U. Vet on call
- V. Show security

## **Advertisement**

Get the word out! It is important to make sure and publicize your show so that participants have the information they need to attend. A strong effort at advertising your show can greatly affect your bottom line. The sooner you contact TLBAA and get your show included in the *Trails* and listed on the E-trails, the greater exposure for your event. As a TLBAA World Qualifying show you will be listed in the “Calendar of Events” in the *Trails* as well as on E-trails, free of charge. Additional Association advertising can be arranged by contacting the *Trails*.

Remember, a show is a prime opportunity to promote the Texas Longhorn breed and the wonderful opportunities your Affiliate and Association has to offer. You can attract many locals by placing ads at various business locations in the community, and at the same time, develop sponsorship relationships with community partners.

If your Affiliate has a website make sure and send your information to the Webmaster to include on your site.

## **Show Packet**

The Show Packet should be put together with as much possible information to provide to potential exhibitors. The packet should include:

**General Information:** Affiliate information, show dates, show schedule, entry deadline (bold printed), show chair/ Affiliate contact numbers, hotel/RV information, maps, and class breakdowns.

**Entry Forms:** Can be either single or multiple entry forms. Include a space for the animal’s name, sex, date of birth, TLBAA registration number, and sire/dam and calf at side information. It is also necessary to have a copy for the TLBAA registration certificate mailed in with entries. Also include a space to list exhibitor information this may be different than the animal owner.

**Summary Sheet:** Spacing for the total number of entries, fees per entry and total payment. You can also have space for ranch or individual sponsorships, meal count, showmanship entry, entry deadline (bold printed), and where to mail entries.

**Health Requirements:** List any special requirements. Requirements vary by facility and state. Make sure that you acquire health information for both in-state and out-of-state animals.

**Rules:** Grooming rules and information. This can be found in the TLBAA Official Handbook.

Plan to mail your show packet at least 4-6 weeks prior to the entry deadline. Be aware that the bulk of your entries will not be sent until the deadline.

Included for example purposes are several pages from the NTLBA 2007 Glen Rose, Texas show.



# NORTH TEXAS LONGHORN BREEDERS ASSOCIATION

**WORLD QUALIFYING SHOW  
YOUTH, HALTERED & NON-HALTERED**

**GLEN ROSE, TX  
MARCH 9 - 11, 2007**

FOR INFORMATION  
PLEASE VISIT OUR WEBSITE:  
[www.NTLBA.com](http://www.NTLBA.com)

## 2007 NTLBA Spring Show Entry Form


Owner's Name \_\_\_\_\_ TLBAA Member No. \_\_\_\_\_


### **\*\*\*Please Make A Separate Entry Sheet For Each Owner\*\*\***

Make additional copies as needed.  
 Check appropriate division(s) for each entry.  
 Entry form can also be found on our website: [www.ntlba.com](http://www.ntlba.com)

### \*\*\*Please Send Copies Of Each Animals Registration\*\*\*

\*\*\*\*\*

<input type="checkbox"/> youth		<input type="checkbox"/> haltered	<input type="checkbox"/> non-haltered	CHECK APPROPRIATE DIVISION(S)
Animal name _____ tlbaa # _____				
Class #: _____ sex _____ dob _____ dob calf @ side _____				
Sire _____		dam _____		
<b>Exhibited by:</b> _____		# _____		

<input type="checkbox"/> youth		<input type="checkbox"/> haltered	<input type="checkbox"/> non-haltered	CHECK APPROPRIATE DIVISION(S)
Animal name _____ tlbaa # _____				
Class #: _____ sex _____ dob _____ dob calf @ side _____				
Sire _____		dam _____		
<b>Exhibited by:</b> _____		<b>tlbaa#</b> _____		



## 2007 NTLBA Spring Show Schedule

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### Friday, March 9

12:00pm (Noon)	Cattle Arrive	
6:00pm	Hamburger Dinner	Provided By Ntlba

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### **Saturday, March 10**

9:00am	Haltered Show Begins	Judge:
2:00pm (Or Immediately Following The Haltered Show)	Non-Haltered Show Begins	Judge:
6:30pm	Cocktails & Dinner	Will Be Held At Expo
	Fajita dinner \$10.00 per person	

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### **Sunday, March 11**

9:00am	Youth Judging Contest Begins	
9:30am Immediately Followed By	Youth Show Begins Youth Showmanship	Judge:

World Qualifying Show Classes  
(No Crossover Between Halter And Non-Halter)

**HALTERED DIVISION**

**FEMALES**

- CLASS 1 Born Sept – Dec. 2006
- CLASS 2 Born July – Aug 2006**
- CLASS 3 Born May – June 2006**
- CLASS 4 Born March – April 2006**
- CLASS 5 Born Jan. – Feb 2005**
- CLASS 6 JR CHAMPION HALTERED FEMALE
- CLASS 7 RES JR CHAMPION HALTERED FEMALE**
- CLASS 8 Born Sept – Dec 2005
- CLASS 9 Born May – Aug 2005
- CLASS 10 Born Jan – April 2005
- CLASS 11 Born 2004
- CLASS 12 SR CHAMPION HALTERED FEMALE**
- CLASS 13 RESERVE SR CHAMPION HALTERED FEMALE**
- CLASS 14 GRAND CHAMPION HALTERED CHAMPION**
- CLASS 15 RES GRAND CHAMPION HALTERED CHAMPION**
- HALTERED MATURE FEMALES
- CLASS 16 Born 1999 – 2003
- CLASS 17 Born 1998 and before
- CLASS 18 GRAND CHAMPION HALTERED MATURE FEMALE**
- CLASS 19 RES GRAND CHAMPION HALTERED MATURE FEMALE**

**BULLS**

- CLASS 20 Born Sept – Dec 2006
- CLASS 21 Born July – Aug 2006
- CLASS 22 Born May – June 2006
- CLASS 23 Born March – April 2006
- CLASS 24 Born Jan – Feb 2006
- CLASS 25 JR CHAMPION BULL**
- CLASS 26 RES JR CHAMPION BULL**
- CLASS 27 Born Sept – Dec 2005
- CLASS 28 Born May – Aug 2005
- CLASS 29 Born Jan – April 2005
- CLASS 30 SR CHAMPION BULL**
- CLASS 31 RES SR CHAMPION BULL**
- CLASS 32 GRAND CHAMPION BULL**
- CLASS 33 RES GRAND CHAMPION BULL**

**GROUP CLASSES**

- CLASS 34 Produce of Dam
- CLASS 35 Get of Sire

**NON-HALTERED FEMALES**

**FEMALES**

- CLASS 1 Born Sept – Dec. 2006
- CLASS 2 Born July – Aug 2006**
- CLASS 3 Born May – June 2006**
- CLASS 4 Born March – April 2006**
- CLASS 5 Born Jan. – Feb 2006**
- CLASS 6 JR CHAMPION NON-HALTERED FEMALE
- CLASS 7 RES JR CHAMPION NON-HALTERED FEMALE**
- CLASS 8 Born Sept – Dec 2005
- CLASS 9 Born May – Aug 2005
- CLASS 10 Born Jan – April 2005
- CLASS 11 Born 2004
- CLASS 12 SR CHAMPION NON-HALTERED FEMALE**
- CLASS 13 RES SR CHAMPION NON-HALTERED FEMALE**
- CLASS 14 GRAND CHAMPION NON-HALTERED CHAMPION**
- CLASS 15 RES GRAND CHAMPION NON-HALTERED CHAMPION**
- NON-HALTERED MATURE FEMALES
- CLASS 16 Born 2002 - 2003
- CLASS 17 Born 2000 -2001
- CLASS 18 Born 1999
- CLASS 19 Born 1998 & before
- CLASS 20 GRAND CHAMPION NON-HALTERED MATURE FEMALE**
- CLASS 21 RES GRAND CHAMPION NON-HALTERED MATURE FEMALE**

**TROPHY STEERS**

*Will be shown Haltered*

**JUNIOR DIVISION**

- CLASS 1 Born 2004 – 2005**
- CLASS 2 Born 2002 – 2003**
- CLASS 3 JR CHAMPION TROPHY STEER
- CLASS 4 RES JR CHAMPION TROPHY STEER

**SENIOR DIVISION**

- CLASS 5 Born 2001 and before**
- CLASS 6 SR CHAMPION TROPHY STEER**
- CLASS 7 RES SR CHAMPION TROPHY STEER**
- CLASS 8 GRAND CHAMPION TROPHY STEER
- CLASS 9 RES GRAND CHAMPION TROPHY STEER

# TLBT Youth Show Classes

## Females

- Class 1 Born September – December 2006
- Class 2 Born July – August 2006**
- Class 3 Born May – June 2006**
- Class 4 Born March – April 2006**
- Class 5 Born January – February 2006**
- Class 6 Jr Champion Haltered Female
- Class 7 Res Jr Champion Haltered Female**
- Class 8 Born September – December 2005
- Class 9 Born May – August 2005
- Class 10 Born January – April 2005
- Class 11 Born 2004
- Class 12 Sr Champion Haltered Female**
- Class 13 Reserve Sr Champion Haltered Female**
- Class 14 Grand Champion Haltered Champion**
- Class 15 Res Grand Champion Haltered Champion

## Bulls

- Class 16 Born September – December 2006**
- Class 17 Born July – August 2006**
- Class 18 Born May – June 2006**
- Class 19 Born March – April 2006**
- Class 20 Born January – February 2006**
- Class 21 Born September – December 2005**
- Class 22 Grand Champion Bull
- Class 23 Res Grand Champion Bull

## Steers

- Class 24 Born October – December 2006**
- Class 25 Born July – September 2006**
- Class 26 Born April – June 2006**
- Class 27 Born January – March 2006**
- Class 28 Born July – Dec 2005**
- Class 29 Born Jan – June 2005**
- Class 30 Grand Champion Steer
- Class 31 Res Grand Champion Steer

## Showmanship Classes

- |                     |   |
|---------------------|---|
| <b>Peewee</b>       | <b>6 Years And Under As Of 01/01/2007</b> |
| <b>Junior</b>       | <b>7 – 9 Years As Of 1/1/2007</b>         |
| <b>Intermediate</b> | <b>10 – 12 Years As Of 1/1/2007</b>       |
| <b>Teen</b>         | <b>13 – 15 Years As Of 1/1/2007</b>       |
| <b>Senior</b>       | <b>16 – 18 Years As Of 1/1/2007</b>       |

Health Requirements: Due To Cattle Arriving From Out Of State, The State Of Texas Requires The Following For All Animals: (1) Health Certificate; (2) Brucellosis Test For Females Over 18 Months Of Age.

Hotel Accomodations: A List Of Hotels In The Area Is Provided For Your Convenience.

**Glen Rose Hotels:**  
**Best Western(Official Hotel)**  
 254-897-4818 1-800-280-2055 Or 1-800-528-1234  
 Ask For Ntlba Group # 50684  
 The Cut Off Date For The Hotel Room Block Is February 9, 2007

**America's Best Value Hotel 254-897-2111**

**The Glen Hotel – 254-898-2068**

**Glen Rose Motor Inn 254-897-2940**

**Granbury Hotels:** (Approximately 14 Miles Away From Expo)

**Best Western 817-573-8844**  
**Comfort Inn 817-573-2611**  
**Days Inn 817-573-2691**

Class Sponsors: Ntlba Provides An Opportunity To Be A Sponsor. Each Sponsor Will Be Included In The Show Program And Will Be Acknowledged During The Show. The Available Sponsor Categories Are:

<u>Category</u>	<u>Amount</u>	<u>Benefits</u>
Class Sponsor	\$25.00	Business Card Ad In The Program (Send Card With Registration) Announcements During Show
Reserve Champion Sponsor	\$50.00	Half Page Ad In Program; Announcements During Show And Acknowledgement During Dinner On Saturday Night
Grand Champion Sponsor	\$100.00	Supporter Will Receive A Full Page Ad In Program; Announcements During Show; Acknowledgement During Dinner And Two Complimentary Tickets To Dinner

\*\*\* Please Note For \$25.00 You Can Byob (Bring Your Own Banner) And Hang It Up In The Arena. \*\*\*

Please Check The Desired Category Of Support Below And Return This Form With Fee (Payable To Ntlba)

To: Trigg & Traci Moore  
 P.O. Box 400  
 Hico, Tx 76457

For More Information Or To Discuss Further Opportunities, Call 254-396-5592

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Class Sponsor                      \$25 \_\_\_\_\_                      Name: \_\_\_\_\_

Reserve Champion Sponsor        \$50 \_\_\_\_\_                      Address: \_\_\_\_\_

Grand Champion Sponsor            \$100 \_\_\_\_\_                      \_\_\_\_\_

Phone: \_\_\_\_\_

## Organize Entries

It is very helpful to have your filing system ready as entries are received. You should have one file for each show, i.e. Youth, open haltered and non-haltered.

In each of these files you should have your file folders set up by class. As you receive entries make copies and file in the appropriate class. If your entry form allows multiple entries on one page, then it is helpful to color code / highlight the entry that you are filing in that class. You can put the copy of the TLBAA registration certificate with the corresponding entry.

You should have a separate file for sponsorships, dinner/ meal, shavings, etc...

## Show Program

The program can be as simple or as creative as you want to make it. Many times it depends on the amount of time you have to it put together.

A nice cover sheet will get exhibitors attention, followed by a schedule of events listing times for the shows to begin, judges names for each show, names of ring stewards, names of volunteers, names of exhibitors, youth entry's, etc....

List animals by date of birth from youngest to the oldest.

Don't forget to put your sponsors names boldly throughout the program.

It is always helpful to exhibitors if the program is put together in the order the shows will take place.  
I.e. non-haltered, open, youth

When entering the information don't forget to leave extra space between entries for write-in entry's.

Entry, #	date of birth,	animal name tlbaa #	sire dam	owner exhibitor
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<b>DOB</b>	<b>Animal name: TLBAA #:</b>	<b>Sire: Dam:</b>	<b>Owner: Exhibited by:</b>
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Plan on making plenty of copies. It is helpful if you have a printing company close by and give them notice that you will be sending this to them and will need a very quick turn around. As you are typically down to the last hours before the show when you are getting this printed.

## **Sponsorships**

Sponsorships are very important to the bottom line of the show. Entry fees are a large part of income for the show, but they may need to be supplemented in order to cover all of the costs associated with the event, especially if you choose to give out large prizes at the show.

It will take the entire volunteer effort of the show to manage the acquisition of sponsorships. All involved should use their imaginations and contacts to receive as great a return as possible. Start with feed stores, local vet clinics, auto dealerships, equipment dealers, banks, etc.

“In-kind” donations are also helpful for silent and live auction items.

Contact different breeders and ranches in the area. This is an inexpensive way for them to advertise their ranch.

Large Corporate type businesses are always eager to contribute to events where youth are involved. They need to be contacted well in advance so they can have it in their annual budget.

## **Awards**

Awards will depend on show size and funding. This duty should be delegated to an experienced show person that can make sure they have a current list of classes and properly check the list before placing the order. They should be checked again once received making sure all ribbons and champion plaques or buckles are received that were ordered and that everything is correct on them.

The awards should be ordered 4 – 6 weeks prior to the show date. Depending on lead-time of items being awarded.

Local trophy shops are a good place to start.

Do not forget showmanship and any special awards that you want to give at the show.

## **Insurance**

It is essential to have appropriate insurance for your show. Facilities will give you their required limit guidelines. Most individual insurance companies will provide you with a quote to in order to purchase a policy for the event, or you can contact the TLBAA make arrangements to become a policy rider from the Association for a minimal fee.

## **Site visit**

It is imperative that you make a visit to the facility a few days before the show. There will always be something that the facility has forgotten or you will see something else that needs to be addressed.

If there is a concession stand available, make sure they have plenty of help available. Let them know that they will have a rush at lunchtime and that the exhibitors are on a tight schedule.

If they are setting up pens, make sure they have the correct lay out.

Double check ring condition, and the tie out area to make sure there are no problems. Remind the facility manager that you need a clean facility when the exhibitors arrive.

You will have to check these again the morning of the show, but a brief visit will eliminate a possible problem

# **Forms**

**TLBAA  
WORLD QUALIFYING SHOW  
APPLICATION**

Affiliate Sponsor: \_\_\_\_\_

Date of Show: \_\_\_\_\_ Alternative Date: \_\_\_\_\_

Name of Show: \_\_\_\_\_

Location of Show: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

**PLEASE CIRCLE THE FOLLOWING DIVISIONS THAT  
WILL BE INCLUDED IN YOUR SHOW**

*Non-Halter*

*Halter*

*Youth*

***Entry Deadline***

Date: \_\_\_\_\_

(All entries must be turned in or postmarked by this date)

***Judge(s)***

Non-Halter: \_\_\_\_\_

Halter: \_\_\_\_\_

Youth: \_\_\_\_\_

***Contact Information***

Show Chairman: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone \_\_\_\_\_

Signed by \_\_\_\_\_ Date \_\_\_\_\_

**TLBAA**  
**WORLD QUALIFYING SHOW**  
**ENTRY SUMMARY WORKSHEET**

Name of Show: \_\_\_\_\_

Location of Show: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Non-Haltered Entries \_\_\_\_\_ (x \$5.00 per head) \$ \_\_\_\_\_

Haltered Entries \_\_\_\_\_ (x \$5.00 per head) \$ \_\_\_\_\_

Youth Entries \_\_\_\_\_ (x \$5.00 per head) \$ \_\_\_\_\_

Total Number of Combined Entries \_\_\_\_\_

Total Amount Enclosed \_\_\_\_\_

Signed by \_\_\_\_\_ Date \_\_\_\_\_

***Please do not fill out the information below. This is reserved for TLBAA accounting services.***

Amount Owed \_\_\_\_\_ Amount Received \_\_\_\_\_ Paid \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **ACQUIRING POINTS FOR TLBT SHOWS**

**TLBT SHOW PARTICIPATION: 20 POINTS**

**NUMBER OF TIMES IN THE RING: 25 POINTS (FOR EVERY TIME IN THE RING).**

-This includes Jr. Champion classes, Senior Champion classes, etc. Every TLBT member that goes back into the ring for Jr. Champion (for example), receives 25 points. The winner of the Jr. Champion class determines the additional TLBT member that gets to compete for Reserve Champion along side all remaining Jr. Champion competitors.

### **EXAMPLE**

#### **JR CHAMPION**

Joe Smith...25 pts  
Bob Williams...25pts  
Frank Roberts (winner)...25pts

#### **RESERVE CHAMPION**

Joe Smith (winner)...no additional points  
Bob Williams...no additional points  
Sarah Cook...25 pts (second place winner  
in Frank Robert's class)

**SHOWMANSHIP PARTICIPATION: 20 POINTS (DOES NOT HAVE TO WIN TO GET THESE POINTS)**

**FIRST PLACE SHOWMANSHIP (ADDITIONAL 100 POINTS, PLUS THE 20 FOR PARTICIPATING)**

**SECOND PLACE SHOWMANSHIP (ADDITIONAL 50 POINTS, PLUS THE 20 FOR PARTICIPATING)**

**THIRD PLACE SHOWMANSHIP (ADDITIONAL 25 POINTS, PLUS THE 20 FOR PARTICIPATING)**

### **ADDITIONAL WAYS TO AQUIRE TLBT POINTS**

**MEMBERSHIP RECRUITMENT: 100 POINTS**

**YOUTH SEMINAR: 100 POINTS**

**3-5 MINTUE SPEECH: 50 POINTS (15 SPEECHES MAXIMUM; MUST BE RECEIVED BY THE TLBAA WITHIN 30 DAYS OF PRESENTATION, WITH PARENT OR TEACHER SIGNATURE VERIFYING SPEECH)**

**GOLD MERIT PARTICIPATION: 100 POINTS**

**DIRECTOR/OFFICER OF THE TLBT: 50 POINTS**

**FOUNDING A TLBT AFFILIATE ORGANIZATION: 50 POINTS**

# TEXAS LONGHORN BREEDERS OF AMERICA JUDGE BIOGRAPHIC INFORMATION

## General Background

Name: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_

Husband/Wife \_\_\_\_\_

Children (ages) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Education \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Texas Longhorn Evaluation Experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Major Beef Cattle Show Judging Assignments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

