

Vendor/Volunteer Coordinator:

Trial Duties:

Vendors:

Contact and respond to potential trial vendors. Assign vendor spots. Collect vendor fees at trial.

Send out reminder to all current & past vendors reminding them of the upcoming trial. Get confirmations & send information to interested parties. Provide trial secretary with list of confirmed vendors for inclusion in the trial confirmation emails.

Coordinate food vendor for trials if possible.

Volunteers:

Arrange for volunteer group to assist as ring crew on Saturday and Sunday and to go to storage site Friday morning and Sunday afternoon. Meet with group leader at the trial site to explain duties, compensation, food, etc.

Print DOI bucks for workers, volunteer stamp cards for club members, and raffle reward certificates, and bring to trial.

Create volunteer spread sheet, send link to trial secretary to include in confirmations to exhibitors.

Print spread sheet, provide to chief ring stewards and post at trial site.