



Bid Proposal Guide: TNSHA Show Manager

2025 Events:

- **March 28-30** - Murfreesboro, TN - Regular Show
- **August 1-3** - Harriman, TN - Regular Show
- **September 19-21** - Shelbyville, TN (The Legacy Youth & Collegiate)
- **October 17-19** - Bowling Green, KY - Regular Show
- **November 13-15** - Murfreesboro, TN - Championship Show

Role Overview:

The role of the Horse Show Manager involves the oversight and coordination of TNSHA clinics and horse shows, aligning with the Tennessee Stock Horse Association's (TNSHA) mission. This position plays a pivotal role in ensuring a positive impact on our membership by orchestrating successful and cost-effective events that adhere to budgetary constraints, time limitations, and exhibitor requirements.

As a key figure, the Horse Show Manager assumes the responsibilities of a project manager, emphasizing problem-solving, time management, organization, and exceptional customer service for our exhibitors. This role requires a candidate with a keen understanding of marketing and promotion techniques, as the success of each show directly contributes to the overall success of our organization.

We are seeking an enthusiastic individual with innovative ideas and the organizational prowess needed to leave no aspect of a horse show to chance. The Horse Show Manager becomes the face of our events, serving as the go-to person for assistance at horse shows. It is crucial that the incumbent not only comprehends the mission of TNSHA but actively works towards aligning each event with those goals, contributing to the overarching success of our organization.

Key Responsibilities:

- Plan event from start to finish according to requirements, target audience and objectives
- Adhere to budgets set by TNSHA board
- Be in charge of hiring personnel at the advisement of the TNSHA BOD (Judges, Clinicians, scribes, etc.)
- Coordinate all operations, including clinic and show schedule
- Lead promotional activities for the event
- Supervise all staff (volunteers, gate workers, office staff, etc.)

- Ensure all paperwork is prepared and organized for event including patterns, judges cards, scoresheets etc.
- Ensure event is completed smoothly and step up to resolve any problems that might occur
- Analyze the event's success and prepare reports for BOD to review at conclusion of the show

Desired Qualifications:

- Proven experience as show manager
- Knowledge of all versatility ranch horse events
- Skilled in project management
- Preferred knowledge of TNSHA clinic and show format
- Computer savvy; proficient in MS Office
- Outstanding communication and negotiation ability
- Excellent organizational skills
- A knack for problem-solving
- Customer-service orientation

- A team player with leadership skills

Proposal Directions: (Send documents to: tnstockhorse@gmail.com)

- Submit a cover letter and resume with 3 references.
- Submit a breakdown of pricing for services offered.
- Submit availability of events listed.
- Submit a completed proposed contract (example attached - negotiable)

Tennessee Stock Horse Association Show Manager Contract

This Contract is entered into on _____ by and between:

- **Tennessee Stock Horse Association (TNSHA)**, hereinafter referred to as "TNSHA"
- _____, hereinafter referred to as "Horse Show Manager"

1. Scope of Work

The Horse Show Manager is responsible for all duties (listed below) at the TNSHA event.

[Event Name]: _____

[Date of Event] _____

[Event Location] _____

The Horse Show Manager agrees to the following:

1.1 Duties

- Plan event from start to finish according to requirements.
- Target audience and objectives, adhere to budgets, be in charge of hiring personnel at the advisement of the TNSHA BOD (Judges, Clinicians, scribes, etc.)
- Coordinate all operations, lead promotional activities for the event, supervise all staff (volunteers, gate workers, office staff, etc.).
- Approve all aspects before the day of the event, create and publish stall chart prior to event, supervise exhibitor stall check-in for event, distribution of bedding, etc.
- Ensure all paperwork is prepared and organized for event including patterns, judges cards, scoresheets etc.
- Ensure event is completed smoothly and step up to resolve any problems that might occur.
- Analyze the event's success and prepare reports for BOD to review at conclusion of the show.

1.2 Duties Timeline

All event related tasks will be completed in an appropriate timeline.

Completion of show paperwork must be provided to TNSHA within 2 weeks (14) calendar days following the conclusion of the event.

2. Responsibilities

2.1 Show Manager Responsibilities

Maintain professionalism and provide high-quality services. Ensure timely delivery of deliverables outlined in Section 1.2. Comply with event guidelines and TNSHA's mission and values. Handle all exhibitors with professionalism.

2.2 TNSHA Responsibilities

Support the show manager with considering budgeting proposals, hiring of show staff, and coordination of the event.

3. Liabilities

3.1 Indemnification

The Show Manager agrees to indemnify and hold harmless TNSHA from any claims, damages, or liabilities arising from their work, including but not limited to any physical or financial loss.

3.2 Limitation of Liability

TNSHA is not liable for any loss, theft, or damage to the Horse Show Manager's equipment or materials during the event.

4. Termination

Either party may terminate this contract with written notice prior to the event. In the event of termination, any exclusive rights granted to the Horse Show Manager will be revoked.

5. Governance

The Horse Show Manager is an independent contractor and not an employee, agent, or representative of TNSHA. This Contract is governed by the laws of the State of Tennessee. This Contract constitutes the entire agreement between the parties and supersedes any prior agreements or understandings.

6. Signatures

By signing below, both parties agree to the terms and conditions outlined above:

TNSHA Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Horse Show Manager

Name: _____

Title: _____

Signature: _____

Date: _____