

Show Host Coordinator

The Show Host Coordinator serves the WGAZ membership by preparing WGAZ’s commitment to the Show Host, which includes

* the show Order of Performance and spiel sheets.
* maintains the Contest Sponsor Handbook and
* provides a yearly meeting and
* ongoing support to the show hosts on how to successfully host a WGAZ contest, and
* in general, perform all duties incidental to the office of Show Host Coordinator and such other duties as may be assigned by the President.
* be in charge of scheduling contest dates,
* Serve as a source of information for units and sponsors
* Distribute and receive all sponsors’ Show Contracts.
* Work with the Championship committee and President on contracting championship locations,
* Handle show creation and schedules in Competition Suite
* any changes of schedules in Competition Suite needed prior to show day
* Collect all show host applications;
* Oversee the show bid award committee and set show host schedule no later than Sept 1
* Keep in constant communication with show hosts and Contest Directors regarding scheduling, show hosting, and any open issues.
* Circuit equipment and supplies: Ensure that all equipment and supplies needed to run a contest are contest ready and coordinate the pick‐up/delivery of equipment and supplies to and from every event.
* Be available the day of the event to answer any show host questions regarding the hosting of the show
* Assist the show host in setting up the competition site including signage, judges room, tabulation room, tickets and vendor area, unit check-in, etc.
* Assist the show host in tear down after the event
	+ Verify all signs and equipment belonging to WGAZ is packed and ready to be picked up by the next host
* Communicate regularly with the Board any and all activity to keep the lines of communication open and present a common and united message from the board to the membership.