

**Carnival**  
**2018 CHECKLIST**  
**Rich Robertson**

- Vendor Selection
- Vendor Contract signed
- Any upfront Fee?
- When set up
- Wristband costs
- Friday open during the day
- Determine carnival site size, location & access points
- Inform HPEC staff of carnival site size & location 2 weeks prior to RnB
- Fire Marshal Inspection date & time
- Number of RV spots for carnival
- Pre-sale tickets end when?
- Review carnival placement of food & ticket booth in relation to overall event

**DANCE**  
**2018 CHECKLIST FOR 2018**  
**Kevin Kranebrank**

- Bands
  - Friday - Who and cost
  - Saturday - Who and cost
- Dance Floor
  - When set up
  - When taken down
  - Size
  - Vendor
  - Cost
- Marketing
- Dance Sponsor
  - Who
  - How much/What do we get
- Wrist bands for check in
  - How many
  - Cost
- Site
  - Where are the exits and entrances
  - Fire Marshal inspection (coordinate with Carnival)
- Electricity Needs
  - Discussed with John F.
- Cover charge
  - Amount & Age
  - Competitors?
  - Sponsors?
- Security (Review with security chair)
- Budget



**FAMILY RODEO**  
**CHECKLIST FOR 2018**  
**Cheyenne McQuade**

- Events Defined and publicized (coordinate with Marketing and Social Media)
- Stock
  - Calves
    - Contractor:
    - Fee:
  - Goats
    - Contractor:
    - Fee:
- Registration
  - Registration Forms
    - Cost:
  - Waiver Forms
    - Cost :
  - Back Numbers
    - Cost :
    - Where getting them from :
  - Clip Boards/Pens
    - Cost
  - Time:
  - Volunteers:
- Volunteers
  - Waiver Forms
    - Who is processing?:
  - Shirts
    - How many?:
  - Additional Needs other than FFA?
- Equipment Needs/Supplies
  - Green Fencing
  - Sheep Chute
  - Panels
- Sponsor
  - Name :
  - Special Requests (pictures, announcements?)
- Clean Up Crew

Confirmed

Additional Needs?

Budget

Awards

Honcho?

**SIGNS/LIQUOR  
CHECKLIST FOR 2018  
Karen Crooks**

## Shirts

- Committee Shirts
  - New shirts?
  - Who gets them
  - Cost
- Budget

## Liquor

- Ice
  - How much
  - Cost
  - Contract
- Liquor Sponsor
  - Who
  - How much received
- Beer Garden
  - Days & Hours
- Corn Hole Bar
  - Days & Hours
- Liquor Application
  - Submitted to Town
  - Submitted to County
- Budget

**MARKETING  
CHECKLIST FOR 2018  
Erica Saylor**

- Marketing Calendar shared
  - Reviewed with Sponsor chair
  - Reviewed with ToQC
- Budget
- Rodeo Tickets
  - Amount
  - Date Ready
- Billboards
  - Location -
    - Cost
  - Location -
    - Cost
  - Location -
    - Cost
- TOQC Across the street banner
  - When does it go up
  - Do we have it ready?
- Rodeo Week
  - Additional Information
- Radio Advertisement
  - Where
  - Costs
  - Details
  - Onsite
- TV Onsite Broadcast
  - When
  - Costs
  - Details
- Grass Roots Flyers
  - Costs
  - Details
  - Sponsor branded?
- Business Posters
  - Costs

- Details
- Coroplast signs
  - Costs
  - Details
- Ellsworth Banner
  - Costs
  - Details
- Visit Mesa
  - Details
- Merchandise
  - What
  - Costs
  - Suggestions
  - Budget



**PARKING**  
**CHECKLIST FOR 2018**  
**Andy Fritz**

- Friday parking hours
  - Charge SKR?
- Saturday parking hours
- Sunday parking hours
  - Charge Church?
- Parking Fees?
- Coordinate staffing with Myrna
- Parking Change
  - How much needed daily?
  - How are we monitoring?
- Light Towers
  - How many do we need?
  - Where?
- Do we need the second overflow lot?
- SKR Parking in front?
- Clinicians park on top of hill with trailers?

# JON WOOTEN

## CHECKLIST FOR 2018

- Website
- Calendar
- Visit Mesa Online ticket sales
  - Agreement in place
  - Site setup
  - Friday sales list to Patti
  - Sat sales list to Patti
  - Sun sales list to Patti
- Photographer - PRCA Photos
  - Who
  - Cost
  - Special Details
- Photographer - All Other
  - Who
  - Cost
  - List of pictures
- Hotel Rooms & Rv Sites
  - Bullfighter
  - Specialty Act
  - Opening Act
  - Announcer
  - Salt River
  - Announcer
- Rodeo 101
  - Who
  - When
  - Fee
- Schedules
- Council/VIP needs
- Website & FB comment responses



**QUEENS**  
**2018 CHECKLIST**  
**Nikki McNatt**

## Before RnB

- Budget Reviewed and Accepted
- Calendar Reviewed & Accepted
- New Queens
  - Pageant/Appoint
  - When
  - How
- Coronation
  - When
  - Where
  - Fee
  - Who invited
- Sponsor
  - Who & How much
- Ag In the Class
  - When
  - Queens Confirmed
- Create & Review Queen Schedule
- Crowns ordered
- Buckles ordered
- Sashes ordered
- Queen contracts signed
- Visiting Royalty
  - Max # of queens
  - Invite email/post
  - Special Event for them
  - Practice
    - Day/Time
    - Mandatory
  - Wristbands
    - How many
    - Where do they get to go

- Waiver
  - How many
  - Cost

## During RnB

- 50/50 Raffle
  - When
  - Who
  - Approved
- Track to Queen Schedule
- Ag in Classroom
- Sponsor events
- Social Media events
- SKR

**RODEO**  
**CHECKLIST FOR 2018**  
**Robert Askey**

- Arena 1 Schedule
  - Coordinated with Cheyenne F.
- Budget
  - Proposed.
  - Accepted
- Flags
  - Flags and Poles
  - Assistants
  - Order defined and reviewed with Sponsor chair
- Video Board
  - Vendor
  - Cost
  - When set up
  - Contract signed
- Box Pads
- Barrels and Covers
- Barrel Stakes
- Bullfighters
  - Who
  - Cost
  - Contract Confirmed
  - Hotel
- Specialty Act
  - Who
  - Contract Confirmed
- Opening Act
  - Who
  - Contract signed
- Stock Contractor
  - Who
  - Feed
  - Contract signed
- Announcer
  - Who

- Contract signed
- Assistant Confirmed
- Equipment Needs
- Hotel & RV needs
- National Anthem
  - Coordinate with Molly
  - Define singer per perf
  - Coordinate tickets/passes per perf
- VIP Passes
  - Who gets them
  - How many
- Dignity Wagon
  - Perf & riders
  - Who is organizing
- Veterinarian
  - Who
  - On site all 3 days
  - Cost
  - Contract signed
- Day Sheets
  - How many for each perf
  - Include some social media information
  - Friday
  - Saturday
  - Sunday
- Boosters
  - Who
  - Cost
  - Marketing

**SECURITY**  
**CHECKLIST FOR 2018**  
**Byron Kimball**

- EMS
  - Cost
  - In-Kind Services?
- Security
  - Contract
  - Fee:
- MCSO (Deputies & Posses)
  - Contract
  - Fee:
- HPEC Stalls and RV Reservations
  - How many?
  - Cost
- Barn Manager
- Special Use Permit with ToQC
- VIP Seating Security
- Staffing times reviewed with Event Schedule
- Reserve Town Barricades, Signs and Mobile Signs
- Communication Plan
- Radio setup
- Emergency Plan
- Budget



**SITE  
CHECKLIST FOR 2018  
John Flores**

- Fencing
  - Cost
  - When up and when tear down
- VIP Tent
  - Cost
  - When up and when tear down
- Dance/SKR Tent
  - Cost
  - When up and when tear down
  - How many entry/exit gates needed
- Dance Floor
  - Cost
  - When up and when tear down
- Port A Johns
  - How many?
  - Cost
  - When arrive and when picked up
- Paseo Dust Control
- Equipment
  - Cost
  - When arrive and when picked up
- Light Towers
  - How many
  - Cost
  - When arrive and when picked up
- Lift
  - Cost
  - When arrive and when picked up
- Gators/Golf Carts
  - How many
  - Flat bed vehicle from TQC
  - Cost
  - When arrive and when picked up
- Helpers

Budget

# **SOCIAL MEDIA 2018 CHECKLIST**

**Cheyenne Flores**

Prior to RnB

- Arena 1 Schedule
  - Update Committee
  - Update on website
- Online ticket Promotions & Give a ways
- Updates on RnB ticket locations
- Live updates including Queens

During RnB

- Live updates (dance, queens, rodeo updates, interviews, etc)
- Instagram on scoreboard
- Sellout status
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# **SPECIAL EVENTS CHECKLIST FOR 2018**

**Erica Jorgensen**

- What are the events in arenas 2,3,4?
  - Friday
  - Saturday
  - Sunday
- QCPAC entertainment & stage
  - Confirmed with Molly
  - Fee?
- Overall Event Schedule updated
- Contracts signed
- Cert of Insurance received
- Advertising - coordinate with Marketing & Social Media
- Budget

**SPONSORS/VIP  
CHECKLIST FOR 2018  
Dru Alberti**

- Sponsor Packets
  - Completed and approved
  - Mailed/Emailed
- Sponsor spreadsheet setup and shared
- Marketing deadlines agreed
- Sponsorship Merchandise (Swag)
  - What
  - Costs
  - Suggestions
  - Budget
- Budget
- Banners (coordinate with event schedule)
  - When set up
  - When take down
  - Helpers
  - Zip Ties
- VIP Area
  - Lights
    - Costs
  - Food
    - Wristband or meal ticket
    - Who eats
    - Vendor
    - Costs
    - Menu
      - Friday
      - Saturday
      - Sunday
  - :Photo Area
    - Who to chair
    - Open hours
- Sponsor VIP
  - Who
  - What

When

Post Event Surveys

Who

Dignity Wagon

When

Who is organizing

**TEEN XTREME  
CHECKLIST FOR 2018  
Sandy McNatt**

- Events Defined and publicized (coordinate with Marketing and Social Media)
- Stock
  - Calves
    - Contractor:
    - Fee:
  - Goats
    - Contractor:
    - Fee:
- Registration
  - Registration Forms
    - Cost:
  - Waiver Forms
    - Cost :
  - Clip Boards/Pens
    - Cost
  - Time:
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- Equipment Needs/Supplies
  - Green Fencing
  - Sheep Chute
  - Panels
- Sponsor
  - Name :
  - Special Requests (pictures, announcements?)
- Clean Up Crew
  - Confirmed
  - Additional Needs?
- Awards

Budget

Honcho



**VENDORS**  
**2018 CHECKLIST**  
**Cheyenne Barcala**

- What are our fees this year?
- What is our cancellation policy or no-show policy?
- Any booths that are free? Reason?
- Electricity Needs
  - Discussed with John F.
- When can vendors start moving in?
- Where are the pony rides located this year?
- North entrance trailer displays again?
- Cutters BBQ location
- RnB merchandise location
- Backup for when you are not on location?
- Site map of vendors location in volunteer area for reference
- Vendors need food handlers permits
- Bar food handlers permit (coordinate with Liquor chair)
- Vendor Application posted
- New credit card handling procedure in place