



EDUCATIONAL JUDGING and REFRESHER SEMINAR *Planning Guide*

This document is provided to help you develop and host a Halter, Performance, Youth and/or Fleece Seminar. It will provide a general outline and direction in planning, budget, curriculum, and supplies needed along with personnel, animals, fleece and general help needed. Additionally, you will find information regarding Teaching Judges and generally accepted experts in fields to be presented.

Some general classroom and informal testing should be incorporated with the **majority being hands on, discussion and practical application**. The Seminar should be scheduled for a minimum of three (3) days for each division (HPY & Fleece). Should the seminar include both, one day can be shared. Another consideration would be scheduling so that only those wishing to enter the judging program would be required to attend all three days. Breeders and Performance enthusiasts should be encouraged to attend at least two days. The budget should be drafted to allow a per-day charge.

In order to make the best use of the time allotted, it is strongly recommended to provide a continental breakfast, lunch and dinner. This will keep all attendees at the facility and preclude persons from missing or being late for scheduled discussions, presentations and participation. This also allows for some discussions and interaction in the evening taking advantage of an hour or two extra.

NOTE: Number 12 below must be done up front: **SUBMIT AN AGENDA, SCHEDULE AND BUDGET** to the ILR-SD Judges' Committee for approval along with names of Advanced Teaching Judge, Leader/Facilitator and/or Generally accepted Experts used as instructors or speakers.

Number 13 is also required after the seminar: **Evaluations** for each attendee must be submitted from all Leaders and instructors, especially the Advanced Teaching Judge. Forms are available on the ILR-SD website.

General Considerations:

1. Length of Seminar: 3 to 5 days (3 days with dual options may result in better attendance than 5 days).
2. If 5 days, plan one shared day and two days for HPY & 2 days for Fleece.
3. Registration and associated fees to be paid directly to the ILR Office

- a. Develop a registration form and Seminar announcement form and submit to the ILR office, which they will in turn distribute via e-Bulletins.
- b. A general information form is important. Include contact information, as potential participants may (will!) have questions.

You might want to include the following information in your announcement:

Date, time, place, info on facilitators

Directions/map.

Cost to participants - one day, two days, and three days.

Ask for special dietary concerns or accommodations.

- c. Additional advertising may be done as Host expense.

4. Teaching Judges and/or Generally Accepted Experts in their fields

- a. At least one Advanced Teaching Judge for each Seminar Division is required. Preferably a Fleece Advanced Teaching Judge for Fleece Section and an HPY Advanced Teaching Judge for HPY. One who is certified Advanced in both may oversee and Facilitate a Seminar offering both divisions, but it is not highly recommended.

You can refer to the ILR-SD Web Site for a current list of qualified Teaching Judges.

If you have a suggestion for an “expert”, it is recommended that you contact this expert and ask for a list of qualifications which in turn will be supplied to the Judges Committee. Any “experts” or individuals other than a Teaching Judge will need approval from the ILR-SD Judges’ Committee.

- b. Fees and expenses may be negotiated with all Educational Providers, helpers, animal and fleece providers.
- c. Travel and lodging expenses must be considered
- d. Special equipment or supplies needed for presentations such as A/V needs (PowerPoint – computer/projector/screen, slide show/projector)

5. Facility, space and props needed (provided by Host farm or arrangements to be brought in):

- a. Animals for Halter in all divisions and Performance (Discuss with HPY Advanced Judge) Be sure to include cart driving in your curriculum if able

- b. Animals for Fleece-On and Fleece samples in all fleece divisions.
(Discuss with Fleece Teaching Judge)
- c. Handlers for animals
- d. Facility:
 - i. Open area or indoor area appropriate for lighting, cold, rain or heat appropriate with adequate space for use
 - ii. Adequate area to house and view animal examples
 - iii. Room or building appropriate for “classroom,” discussions, display area for multiple fleece/products, meals and refreshments, adequate to accommodate table(s) and chairs, and projection of media, as needed
 - iv. Restroom facilities, on site or rented portable with hand washing station adequate for participants and numbers of handlers.
 - v. Garbage and trash containers
 - vi. Designated parking areas and/or motor home/camper parking.

6. Printing Expenses:

- a. Supply score cards, judging cards, etc adequate for number of attendees plus extra for unexpected need
- b. Print set of materials for each attendee, facilitator, Advanced Teaching Judge plus extras and one complete set for the ILR Office
 - i. General welcome and itinerary
 - ii. Local hotels/motels close to facility
 - iii. Address, contact phone, emergency number, etc of Seminar facility and Host
 - iv. One printed and bound current copy of the ILR-SD Guidelines
 - v. One test (may be obtained from the ILR-SD Judges’ Committee) per attendee. Distribute prior to Seminar along with Current Guidelines Book
 - vi. Books may be sent from the ILR Office by placing and paying for this service from your budget. Tests may be sent via email

7. Meals:

- a. It is recommended that **ALL** meals and refreshments be provided, thereby avoiding attendees being late or missing important parts of the

agenda. If all are provided with necessary food and refreshment, there is no need to leave and possibly return later than the start of any class, program, demonstration or discussion

- b. Decide on catered or self serve meals, snacks, drinks, etc. Continental breakfast with easily set out items such as yogurt, hard boiled eggs, fruit, donuts or muffins and juice and coffee will generally cover all attendees. Bottled water is generally appreciated all day
 - c. Lunch may be trays of luncheon meats, cheese, and tomato, lettuce along with salad, veggie tray, chips and condiments.
 - d. Dinner may be one hot entrée with sides and rolls, salad and possibly dessert
 - e. Remember to include something for vegetarians, diabetics, food allergies, etc.
 - f. Provide disposable plates, cups, napkins, eating utensils along with serving utensils
 - g. Additional help to prepare and serve meals, along with clean up after meals
 - h. Plenty of tables and chairs
 - i. Provide a variety of drinks and water. Remember diet and regular.
8. Other considerations:
- a. Cleaning supplies, extra pens/pencils, paper for notes.
 - b. Hand wipes available for fleece stations and animal examinations.
 - c. Bathroom supplies: LOTS OF toilet paper, hand soap/sanitizer, paper towels, etc.
 - d. Photographer & camera (may be amateur!) to record events and send to office for after seminar publicity.
 - e. Animal handlers (a minimum of 4 as classes will be 4 or occasionally more if time permits) and 2 or 3 additional to get next group ready and take & return animals from judging "arena."
9. Budget Considerations:
- a. Fees & expenses for Advanced Teaching Judge, Speaker/Instructor (generally accepted expert in field). Negotiable fee & travel expense.
 - b. Monetary appreciation to all helpers, handlers, persons delivering additional animals, etc.

- i. This could be a donation to a 4-H or youth group for general assistance and animal handling.
 - ii. Assistance with funds for gas.
 - iii. Funds for “thank you” gifts, etc.
 - iv. Work all days and receive free llama breeding.
 - v. Offer advertising/Sponsorship in exchange for animals, delivery and setup/take down, etc.
- c. Rental of facility or donated.
 - d. Cost in obtaining: tables, chairs, screens, projectors, etc.
 - e. Restroom facilities including necessary paper goods & soap.
 - f. Additional trash containers in all work, eating and classroom/discussion areas.
 - g. Meals, cost per person per 3 times per day times days attending including handlers.
 - h. Beverages: Coffee (regular & decaf), sugar, sweetener, creamer, Juices (2 choices), milk, soda and plenty of bottled water. Recommendation of two choices of soda in both diet & regular.
 - i. Purchase of bulk disposable plates, utensils, napkins, cups, etc.
 - j. Add 10% to estimated cost as buffer for the unexpected or forgotten incidentals.

10. Formula for figuring per attendee cost per Seminar and per day:

Fixed costs will include the items listed above such as meals, supplies, rentals, office supplies, copies, etc. Include all expenses identified in #9.

Your expenses will vary depending on your location, facility, etc. You will want to budget for your expense items and break that down to a per person figure to develop a minimum number of attendees required to make your seminar successful.

For reference, at a recent clinic held in the spring, 2012, the average cost for food and printing and overall expenses came to \$120.00 per person.

11. There is **no** funding available from the ILR-SD for Educational Seminars. The ILR Office will receive and hold funds from attendees in order to pay expenses that this income covers. Any excess in cost will be the responsibility of the Host. If a profit is accomplished, it is strongly recommended to donate that amount to the ILR-SD.

12. SUBMIT AN AGENDA, SCHEDULE AND BUDGET to the ILR-SD Judges' Committee for approval along with names of Advanced Teaching Judge, Leader/Facilitator and/or Generally accepted Experts used as instructors or speakers.

13. Evaluations for each attendee must be submitted from all Leaders and instructors, especially the Advanced Teaching Judge. Forms are available on the ILR-SD website.

Examples of curriculum, schedule and budget are available through the judges' committee.

Thank you for your interest and willingness to further the opportunities for Education and Judging within the ILR-SD.