



## **CAV GUIDE TO RUNNING A SHOW & SHINE EVENT**

### **Show n' Shine Preparation**

#### **Contacts and Contracts**

1. Prior to a show ensure that a full list of vital contacts is obtained and that a CAV unit rep has made contact with each. If a contract is needed, ensure the amount is clearly stated and any additional charges maximums are included. Only a member of a unit executive should sign the contract.

#### **Budget**

2. The budget should be well worked out in advance of the display date(s). Although The CAV may contribute and subsidize a Show & Shine event, nonetheless, it is the unit's responsibility to raise sufficient funds to pay for any contracts or material rentals. Material rental considerations for Show & Shines could include:
  - a. Space rental for show and vendors;
  - b. Electrical usage;
  - c. Trophies; and
  - d. Other.

## **Information Coordination**

3. The following minimum information will be needed:
  - a. Site location
  - b. Show & Shine rules and categories
  - c. Show hours
  - d. Supplies needed
  - e. Volunteer registration
  - f. Passes
  - g. Parking and costs
  - h. Vendors and space requirements

## **Entertainment Games**

4. The following games can be played to provide entertainment prior to the main Show & Shine event;
  - a. Ride the plank,
  - b. Slowest ride without putting feet down
  - c. Tightest circles without putting your feet down
  - d. Passenger bite the wiener
  - e. Barrel Push
  - f. Jalapeño eating

**\*Possibilities are only limited by your imagination\***

## **Lessons Learned**

On completion of the Show, send a quick email to the President on the success of the show and any particular points that need to be added or amended to this Handbook.

