

Event Organisers Guide

4.5 - Show Secretary

The role of the Show Secretary is a crucial one for the successful organisation and administration of an event. Although not exhaustive the following list provides an overview of the Show Secretary's duties:

- Arrange accreditation (Athletes, Judges, other FEI Officials, Press/Media, Volunteers etc)
- Communicate with National Federations regarding entries, withdrawals etc
- After the closing of substitutions, prepare a list of Horses/Athletes for each competition
- Prepare/conduct the starting order/draw - refer to relevant [FEI discipline rules](#)
- Prepare starting lists to be signed by the President of the Ground Jury and circulate to FEI officials scorers, press/media, veterinary and farriery teams, announcers etc, as well as making copies available for spectators
- Produce Athlete and Horse biographies for announcers and press/media (Athlete biographies available [here](#))
- Distribute Athlete numbers
- Produce stable door signs with the name and phone number of person responsible
- Arrange equipment and paperwork for Judges and other FEI Officials (see relevant [FEI discipline rules](#))
- Arrange refreshments and meals for Judges, other FEI Officials and supporting Volunteers
- Receive Athletes' music (Dressage and Vaulting)
- Ensure national flags and national anthems are supplied for use during prize givings/ceremonies
- Prepare and distribute Athlete packs which should include:
 - A **copy of the official programme** together with a list of the principal event personnel and officials
 - Event **Timetable** including competition timings, meetings, horse inspections, social events etc
 - **Site plan** showing stabling, field of play, exercise and training areas, Show Office, catering etc
 - Official **training** information and timetable.
 - Information about **catering** facilities and invitations to any **social functions** or events.
 - **General information** about medical, shopping, banking, farriery, veterinary and other event and local services and facilities
 - **Accreditations** and passes
- Ensure that all result lists are signed by the President of the Ground Jury before distribution to Athletes, press/media etc
- Preparation for prize givings / ceremonies
- Other duties specific to certain disciplines

Any questions?

If you have any questions regarding organising FEI competitions or would like further advice not available through this guide please contact your [National](#)

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[Federation](#) or the relevant FEI department [here](#).

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