

Show Coordinator Report for January, 2012

Being Show Coordinator has been quite a learning experience, especially with regards to supplying ribbons. I had been under the impression when everything was shipped to me in April that there were ribbons for the entire year. The first of August it became obvious that there had been only about one half of what was needed. I purchased a close match through a local company to fill out the August orders and also submitted an order to Action Awards for the rest of the year. Action Awards is very accommodating but still requires 4 or 5 weeks lead time to send an order. And with sanctions coming in sometimes only 30 days prior to an event it is difficult to predict the number of ribbons needed. I re-dated ribbons from 2010 and 2009 that had been left over so that all stock is now current. I did however, run out of 2011, so some ribbons were sent out without any dates. Replacing the date ribbons is certainly possible but not as slick as the way they do it since they have special staplers. I had to sometimes use glue to get the new dates attached.

Obtaining the best price from our ribbon company depends on the number of ribbons ordered, and the savings per ribbon is from .25 to 1.05 each. In an effort to reduce expenses I would like to place the entire order for 2012 at one time, obtaining us the best price, and also purchase them without dates. Using the numbers of ribbons used from last year this would be a savings of approximately \$1,000, immediately. However, it constitutes a larger savings when it comes to not having to order in precise numbers, and having to pay a higher price per ribbon, just to have the proper dates. Any left over ribbons can be carried into the next show season. This may also facilitate a "ribbon recycling" program in the future.

I don't know that there have been any objections to the missing date ribbons in the last few shows of this year. I do know that folks don't like change and this sort of change is likely to meet with opposition. Although it is likely to meet with less opposition, the more seamlessly it is done. I believe this is a smart way to cut expense and for the individuals who want their ribbons dated, there is still room to record the information on the back, or, I could send them date ribbons and they can add them on their own. Master Champion ribbons have never been dated.

I have been pleased with using USPS for mailing all of the packages. All except one package have been delivered within the advertised time of 2 to 4 days. The one that did not make it on time did not even show up in the system when I tracked it, but was delivered one month later, on the same day as the replacement was delivered! Packages are usually mailed on Monday so they reach their destination before the weekend.

I have written an article for MEMO outlining the steps in the sanction process so that when show chairs receive the e-mail notifications from USPS they will know that their ribbons are on the way. Without a reminder of the deadlines, I missed the date to have it included in the next issue.

I have also been including a “notice” for fair personnel about the importance of the forms so they will be available to the judges, and a statement that once the ribbons are delivered, they are the responsibility of the fair personnel.

Financial Statement:

Income (Feb, 2011 through Dec, 2011)		\$24652.41
Expenses, total		\$7380.87
Mailing	\$1447.41	
Supplies	\$244.80	
Nat’l trophies	\$350.67	
Ribbons	\$5337.99	

The ribbon expense is only partial; it does not include the amount for the original supply for 2011.

I have enclosed a chart which provides information for all of the shows for 2011. The ribbon and mailing costs are extrapolated from known costs, as not all ribbons were mailed, and ribbon costs are based on the lowest price offered for the quantity discount. Based on these figures a budget of \$13,000 should be reasonable and allow for some growth. This may also be dependent on the Board’s decision about the date ribbons.

Susan Seiler
NPGA Show Coordinator