

***Dear Possible Host State,***

***We are delighted that your state is interested in hosting the American Salers Junior Association Junior National Show. In efforts to make the event the most successful event in the history of the ASJA, there are some requirements the host state is responsible for.***

***The facility must be available from noon on Sunday through Saturday evening for the week of Junior Nationals.***

## **SHOW CHAIRMAN**

The host state will name a show chairman that will be the point of contact for ASJA to the host state that is available and able to make decisions and/or contact the rest of the host state. This person should be involved in all decisions by the host state and be the point of contact in the state as well.

## **SCHEDULE**

The host state must work with the facility to choose a week in the year between the second week of June through the second week of July to accommodate most exhibitors in the country while avoiding the week of July Fourth if possible.

The host state will coordinate with the ASJA and ASA to enter into a contract with the facility. The ASJA will provide insurance coverage for the event through the ASA.

## **THEME/ LOGO**

The host state should submit a logo and theme that highlights the state or region yet showcases cattle for the approval of the ASJA Board in the host state packet.

## **FACILITY**

When selecting a facility to host the ASJA Jr National Show Event, please keep in mind the following needs:

- **STALLS**
  - Stalling area must accommodate 150 head while allowing five feet per head. (While we may not have that many actual head, it allows for tack space and other needs.)
  - Shavings must be provided for the stalls.
  - Wheel barrows should be provided with noted areas for waste removal to keep the facility presentable.
- **SHOW RING**
  - Show ring must be enclosed with fence or rail and able to accommodate at least 15 head with plenty of room to move and showcase the cattle.
  - Show ring must have shavings.
- **WASH RACK**
  - There must be adequate wash rack facilities with ample water pressure to accommodate at least 15-20 head at one time. These do not necessarily have to be all together but very much accessible.
- **WATER**
  - There must be adequate water pressure and supply.
- **ELECTRICITY**
  - Adequate electricity in the barn area even if additional support has to be provided at the expense of the host state (i.e. large generators) to power all the blowers, fans and other electrical requirements.

- MEALS
  - Kitchen or concession facility to prepare all meals with freezers, refrigerators and stoves.
  - Room to seat 150 people for the daily meals.
- BANQUET
  - Facility to seat 200 people for the seated banquet with adequate room for awards, backdrop, and PowerPoint presentation.
    - Preferably with stage to accommodate two 8 foot tables.
    - Ample sound equipment is required for the banquet.
- CONTESTS
  - Rooms and/or secluded areas that can be utilized for contests with at least two being set up for or conducted at the same time.
- SECURITY
  - The host state will coordinate with the facility and ASJA to provide security on the grounds at all times.
- SOUND
  - The facility will have ample sound to be heard well in the stalling area and at the show ring. The ability to play music is recommended.
- TIE OUTS
  - The facility will be equipped with a secure area with adequate lighting for the tie out area.

- It is recommended to have straw or shavings available for tie out bedding based on the facility preference and preferably donated.

## **MEAL REQUIREMENTS**

- **BANQUET**
  - The banquet will be a sit down meal that can be served individually or buffet.
  - The banquet will carry a business tone.
  - The banquet meal should include an entrée, at least two sides and dessert as well as beverages. Idea
- **WELCOME to the HOST STATE MEAL**
  - This meal should showcase the commodities of the state while welcoming the exhibitors and supporters to the host state. This meal will be served on opening night of the event.

## **OPENING CEREMONIES**

- Invite local and state dignitaries to be introduced at the Opening Ceremonies including any representatives of cattle, the agricultural industry.
- Work closely with the ASJA to secure entertainment etc. at the expense of the host state.

## **FUNDING REQUIREMENTS**

- The host state should solicit sponsorships from those in the agricultural industry, local businesses, breeders and cattle enthusiasts for the following:
  - All facility costs will be paid by the host state. The ASA and ASJA will pay to the host state \$750 each for hosting the Junior National Event by June 1 of the year

hosted. All other costs and requirements are the responsibility of the host state.

- 35 Class Winner prizes worth \$40 each to be approved prior to purchase by the ASJA Board will be provided by the host state.
- All banquet costs including the meal and decorations.
- The show ring decorations will be the expense of the state.
- The backdrop for the show ring as well as the backdrop for the banquet is the responsibility of the host state.
- The host state will work closely with the ASJA to provide exhibitor gift bags to each exhibitor including gifts from the host state and sponsors
- Provide a gift valued at \$20 or more to each exhibitor.
- Solicit vendors for the trade show that will also provide at least one item for the fundraising auction.

### **ASJA WILL:**

- Provide all other awards.
- Select and provide the photographer with suggestions from the host state taken into consideration.
- Select and provide the judges and their expenses.
- Select the headquarter hotel with input from the host state and negotiate a reasonable room rate while securing a group block.
- Will solicit sponsors for the meals except the banquet and welcome meal.

- Will mail the ASJA newsletter containing the entry forms.
- Will work with the host state to secure a paid meal preparation team for those meals served the week to those purchasing meal bands including exhibitors.
- Will work closely with the show chairman to recognize all sponsors through many different avenues.

### ***IMPORTANT!***

*Proposals should be submitted via email in .pdf format to [sherry@salersusa.org](mailto:sherry@salersusa.org) to be sent to the ASJA Advisors and Board immediately upon receipt. The ASJA President shall acknowledge receipt by all Board members and advisors to the show chairman.*

*Any proposal to host the ASJA Junior National Event will be submitted by April 15 of the year prior to hosting. i.e. submit in 2017 to host in 2018.*

*The decision will be made by the ASJA Board and announced by May 15 to the show chairman.*

*Completed packets will only be reviewed and remain on file to be considered for the following two years. Once a packet is submitted, barring no changes, it isn't necessary to submit a new packet each year.*

**PROPOSAL TO HOST THE ASJA JUNIOR NATIONAL**

HOST STATE: \_\_\_\_\_

SHOW CHAIRMAN: \_\_\_\_\_

SHOW CHAIR CONTACT INFO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE PROPOSED: \_\_\_\_\_

LOCATION PROPOSED: \_\_\_\_\_

SUGGESTED THEME: \_\_\_\_\_

SUGGESTED LOGO: (INCLUDE .JPG & .PDF FILE.)

**ESTIMATED COSTS/ IDEAS:**

FACILITY: \_\_\_\_\_

BEDDING: \_\_\_\_\_

BANQUET: \_\_\_\_\_

MEAL IDEAS: \_\_\_\_\_

WELCOME MEAL: \_\_\_\_\_

MEAL IDEAS: \_\_\_\_\_

CLASS WINNER AWARDS: \_\_\_\_\_

EXHIBITOR GIFT: \_\_\_\_\_

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BACKDROP: \_\_\_\_\_

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LAYOUT OF FACILITY: (INCLUDE PHOTOS.)

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TIE OUT AREA: \_\_\_\_\_

BEDDING ALLOWED AT TIE OUTS: \_\_\_\_\_

PHOTOGRAPHER RECOMMENDATIONS: \_\_\_\_\_

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COST: \_\_\_\_\_

HEADQUARTER HOTEL SUGGESTION: \_\_\_\_\_

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DISTANCE TO FACILITY: \_\_\_\_\_

MEAL PREP TEAM SUGGESTION: \_\_\_\_\_

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Based upon the enclosed application it is the desire of the state of \_\_\_\_\_ to host the ASJA Junior National event. This submission is submitted with the understanding of the



requirements of the host state and outlined in detail as well as reviewed with the ASJA Advisors and President to present to the ASJA Board via phone or in person collectively. The host state understands that the ASA and ASJA will only be responsible for \$750 each to assist the Host State with their expenses. The ASJA will be responsible for those bulleted items named in the packet.

The show chairman should be available for questions if so needed by the ASJA Advisors and Board.

Submitted by: \_\_\_\_\_  
Host State Show Chairman

Date Submitted: \_\_\_\_\_

Date Received: \_\_\_\_\_

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