



**Irish Draught Horse Society of North America
(IDHSNA) - Annual Show Proposal Evaluation**

Irish Draught Horse Society
of North America

Evaluation Criteria:

The evaluation criteria for the IDHSNA Annual Show Proposals are listed below. The Board of Directors for the Irish Draught Horse Society of North America (IDHSNA) will award the IDHSNA Annual Show to the proposal which is determined to offer the best value by attracting the largest number of competitors and has lined up a sufficient number of sponsors to pay for the costs associated with the show and potentially make a profit for the IDHSNA.

The selection committee should be aware that running a successful horse show is a lot of work and involves a great deal of organization, forethought and support/help. The IDHSNA Annual Show is one of the premier showcases for the Irish Draught and the Irish Draught Sport Horse. It is also the major fundraiser for the Society. With this in mind we wish to highlight that the Show Chairperson must be able to delegate and oversee others, have patience and understanding with novice and/or unruly exhibitors, and be able to take responsibility for insuring that the rules are being followed, etc.

The selection committee should recognize that responding to this RFP is a large task, which must be accomplished in a short amount of time. In putting together the amount of information that is requested in this RFP it is understood that some of the information might not be available at the time that the proposals are due. It has been recommended that when information is not available and proposals are nearing the due date, the applicant state that the information is "to be determined (TBD)" and provide a date by which the applicant anticipates having the information requested.

- The applicant's understanding of and ability to satisfy the support requirements set forth in the Request for Proposals, including Attachment 1, Show Proposal Submittal Checklist. Proposal requirements described in the RFP must be complete and submitted by the specified deadline.
- The applicant's Show Budget Proposal, demonstrating a detailed, realistic understanding of all costs associated with the show requirements as set forth in the RFP and a clearly stated plan for obtaining sponsorships and other funding to cover these costs.
- Quality and location of the proposed facility.
- Projected number of exhibitors and horses.
- The quality and availability of the applicant's Key show staff and volunteers.
- Local volunteers and organization available for volunteer assistance (i.e., local pony club, 4-H clubs, horse clubs, etc.).
- Quality of sample prize list and program.
- Provision for publicity in local area markets (i.e., newspaper general interest stories, print advertising, listing in horse magazines, radio advertising and announcements, TV special interest stories, flyers in local equine related stores and industries, etc.)
- Ability to produce an exceptional event that will: educate the public about the Irish Draught Horse breed, attract a large attendance from the general public, assure a good show and a good time for all exhibitors, judges, show sponsors, Society members, volunteers and show staff.

Proposal Evaluation Rating Criteria:

Rating of 4 - Outstanding: An outstanding proposal is characterized as follows:

- The proposed approach indicates an exceptionally thorough and comprehensive understanding of the IDHSNA Annual Horse Show goals, resources, schedules, and other aspects essential to the execution of a successful Annual Show.
- In terms of the specific factor (or significant sub factor), the proposal contains major strengths, exceptional features, or innovations that should substantially benefit the IDHSNA Annual Horse Show.

Irish Draught Horse Society of North America (IDHSNA) Annual Show Proposal Evaluation

- There are no weaknesses or deficiencies.
- The risk of unsuccessful performance is extremely low.
- The proposal is complete and provides all necessary information.

Rating of 3 - Good: A good proposal is characterized as follows:

- The proposed approach indicates a thorough understanding of the IDHSNA Annual Horse Show goals and the methods, resources, schedules, and other aspects essential to the execution of a successful Annual Show.
- The proposal has major strengths and/or minor strengths which indicate the proposed approach will benefit the IDHSNA Annual Horse Show.
- Weaknesses, if any, are minor and are more than offset by strengths.
- Risk of unsuccessful performance is very low.

Rating of 2 - Satisfactory: A satisfactory proposal is characterized as follows:

- The proposed approach indicates an adequate understanding of the IDHSNA Annual Horse Show goals and the methods, resources, schedules, and other aspects essential to the execution of a successful Annual Show.
- There are few, if any, exceptional features to benefit the IDHSNA Annual Horse Show.
- The risk of unsuccessful performance is low.
- Weaknesses are generally offset by strengths.

Rating of 1 - Marginal: A marginal proposal is characterized as follows:

- The proposed approach indicates a superficial or vague understanding of the IDHSNA Annual Horse Show goals and the methods, resources, schedules, and other aspects essential to the performance of the execution of a successful Annual Show.
- The proposal has weaknesses that are not offset by strengths.
- The risk of unsuccessful contract performance is moderate.

Rating of 0 - Unsatisfactory: An unsatisfactory proposal is characterized as follows:

- The proposed approach indicates a lack of understanding of the IDHSNA Annual Horse Show goals and the methods, resources, schedules, and other aspects essential to the performance of the execution of a successful Annual Show.
- Numerous weaknesses and deficiencies exist.
- The risk of unsuccessful performance is high.



**Irish Draught Horse Society of North America (IDHSNA)
Annual Show Proposal Evaluation**

Evaluation Form

General Evaluation Criteria	Rating	Comments
Understanding of and ability to satisfy the support requirements as set forth in the request for proposal		
Quality and availability of the applicant's Key Personnel		
The applicant's Show Budget Proposal		
Quality and location of the proposed facility.		
Projected number of exhibitors and horses.		
Quality of sample prize list and program		
Provision for publicity in local area markets		
Ability to produce an exceptional event		
Completeness of Proposal - all information included		
Location		
Hotels/motels with in 10 to 15 minute drive of the proposed show site		
Block of rooms with discounted rate for the IDHSNA		
Near major interstates		
Easy to access		
Major/regional airport within one hour of show grounds		
Show Committee Staff		
Show chairperson(s)		
Show secretary and staff		
Stabling manager		
Prize list and program coordinator		
Ribbons and trophy coordinator		
Sponsorship coordinator		
Marketing coordinator		
Advertising coordinator		
Social functions coordinators		
Silent auction Coordinator		
Judges/Inspectors coordinators		
Individual division coordinators (to include all aspects involved with Dressage, Combined Test, Jumper, Hunter, and the various In Hands)		
Individual ring's announcers		
Individual ring stewards		
Hunter/Jumper course designer(s)		
Warm up ring stewards		
Fence crews		
Other personnel - local volunteers and organization contacted for volunteer assistance (i.e., local pony club, 4-H clubs, horse clubs, etc.)		
EMT and/or ambulance on site for duration of show		
Farrier on call or at the show for the duration of the show		
Vet on call or at the show for the duration of the show		
Facility		
Indoor arena with a suitable warm up area and stallion free-jump area		
One dressage arena with a suitable warm up area		
One hunter/jumper arena with a suitable warm up area		
Beginner Novice-Training level cross country course fences		
Show secretary's office for use of the IDHSNA, with hook up for computer workstations, printers, fax machines, telephones, and needs to be securable		
Work area outfitted with an adequate number of tables and chairs, and needs to be		

**Irish Draught Horse Society of North America (IDHSNA)
Annual Show Proposal Evaluation**

securable. This area is designated for the use of the Show Chairperson/Staff and may be used for anything from team meetings through out the show between the show Chairperson and Coordinators to area to collect the volunteers and hand out assignments.		
Trophy and ribbon area needs to set aside, and needs to be securable		
100 stalls, some of which need to be suitable for a broodmare with foal at foot, the rest to be a minimum of 10 ft x 10 ft stalls		
Able to stable stallions, mares, foals, and geldings safely		
Availability of tack stalls for competitors		
The facility also needs to provide an adequate number of wash stall/areas per number of horses.		
The barns must have electricity available for use of IDHSNA.		
Designated manure dump areas		
Availability of (covered/uncovered) spectator seating for spectators to be able to watch the show		
Restroom facilities (permanent/portable) to be located in close proximity to the barn areas, show office, show rings, vendor areas, offices and spectator areas		
Easily accessible trash cans in spectator, barn, and office areas		
Vendor area (if you are planning to have vendors)		
Food vendor (open for business during show)		
Public address systems which can be heard in all rings, warm up areas, and barns		
Walkie talkie or other system for communications between show organizers, show secretary's office, ring stewards and warm up ring stewards		
Parking for competitors and spectators cars, truck, and trailers		
Unload area set aside for competitors		
Ability to purchase bedding, feed, and hay on site/local		
Judges		
Irish Draught Judges/Inspector (determined by IDHS IRE)		
Dressage Judge		
Hunter/Jumper Judge(s)		
Irish Draught Hunter Under Saddle Riding Judge		
Prize List and Program		
Sample prize list		
Sample program		
Design schedule for prize list		
Design schedule for program		
Marketing		
Provision for publicity in local area markets (i.e., newspaper general interest stories, print advertising, listing in horse magazines, radio advertising and announcements, TV special interest stories, flyers in local equine related stores and industries, etc.)		
Sample show flyers		
Sample show posters		
Social Function/Dinner		
Welcome event		
Annual Banquet		
Silent Auction		
Budget and Costs		
Cost realism including the proposed costs and sponsor participation along with the reasonableness of other anticipated costs		
Printing for prize list		
Printing for program		

**Irish Draught Horse Society of North America (IDHSNA)
Annual Show Proposal Evaluation**

Advertising		
Welcome event		
Annual Banquet		
Silent Auction		
Class Sponsorship		
Entry Fees		
Late Fees		
Show Sponsorships		
Merchandise		
Jump Sponsors		
Shavings		
Stalls		
Tack Stalls		
Trophy Sponsors		
Dressage Judge		
Hunter/Jumper Judge		
Insurance		
Irish Draught Judges/Inspector (determined by IDHS Ire		
Dumpsters/Trash		
EMS		
Facility Fees		
Furniture Rental		
Insurance		
Office Supplies		
Photographer		
Portable Johns		
Postage/Mailing		
Refreshments		
Ribbons		
Trophies		