***New Show Questionnaire***

Date Completed:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed By:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Overview**
New Show Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Show Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Show To Copy:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Membership

* 1. Do you use Memberships Linked to Shows or Non-Show Linked Memberships?

**(Memberships Linked to Shows / Non-Show Linked Memberships)**

NB. Typically, if you have multiple shows in a year and the fact that someone is a member affects their payment rates for making competition entries, you will want to have Non-Show Linked Memberships, otherwise you should leave the default setting of Memberships Linked to Shows

If you use Non-Show Linked Memberships go to [**3 Stands**](#Stands) (CTRL + Click to jump to section 2)

2.2 Do you want to move your membership records to the new show so that you can restart the process e.g. obtaining payments again?

**(Yes / No)**

2.3 If **YES** to point 2.2, which account status (and beyond) should the membership record be at in order to copy it across to the new show?

**(Entered / Order / Part Paid / Paid)**

NB. Typically Paid or Part Paid is used. If Entered is used then all records (except cancelled) will be passed across and if Order is used then all records except Entered will be passed across etc.

NB. The membership records in the new show will be reset to an account status of ‘Entered’ except for Life Memberships which will remain at their current account status.

2.4 Do you wish for stock items to be copied across (recommended)?

**(Yes / No)**

2.5 What is the default start and end date for annual memberships added from now on?

**(Please specify two dates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

NB. This often relates to a calendar year e.g. 01/01/2012 – 31/12/2012

2.6 Would you like to reset the Action Status applied to the new memberships?

**(Please state the action status if relevant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3. Stands

3.1 Do you wish to keep the same general Area Types, Descriptions and Price Lookup as last year?

**(Yes / No)**

3.2 Do you want to move your trade stand records to the new show so that you can restart the process e.g. inviting back and obtaining payments again?

**(Yes / No)**

3.3 If **YES** to point 3.2, do you want to keep the existing Stand Number details (prefixes/suffixes/blocks)?

**(Yes / No)**

3.4 If **YES** to point 3.2, which account status (and beyond) should the trade stand record be at in order to copy it across to the new show?

**(Entered / Order / Part Paid / Paid)**

NB. Typically Paid or Part Paid is used. If Entered is used then all records (except cancelled) will be passed across and if Order is used then all records except Entered will be passed across etc.

3.5 Do you wish for stock items to be copied across (recommended)?

**(Yes / No)**

3.6 If **YES** to point 3.2, do you want to pass the same catalogue details (name and address) to the new stands?

**(Yes / No)**

3.7 If **YES** to point 3.2, do you want to pass the same catalogue description to the new stands?

**(Yes / No)**

3.8 Do you want to pass the same list of profiles (attributes) to the new show for use again?

**(Yes / No)**

3.9 If **YES** to point 3.2 AND 3.8, do you want to associate the profiles (attributes) to the new stands as they were last year?

**(Yes / No)**

NB. Typically this is ‘No’ as organisations often use these attributes to denote actions such as ‘Health & Safety form received’.

3.10 Would you like to reset the Action Status applied to the new stands?

**(Please state the action status if relevant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

4 Entries

4.1 Do you wish to keep the same general Entry Forms as last year?

**(Yes / No)**

4.2 Do you wish to keep the same general Headers (in the schedule) as last year?

**(Yes / No)**

4.2 If **YES** to point 4.2, do you want to pass across the same Schedule/Catalogue and web text for the headers?

**(Yes / No)**

4.3 Do you wish to keep the same general Sections (in the schedule) as last year?

**(Yes / No)**

4.4 If **YES** to point 4.3, do you want to pass across the same Schedule/Catalogue and web text for the sections?

**(Yes / No)**

4.5 Do you wish to keep the same general Classes (in the schedule) as last year?

**(Yes / No)**

4.6 If **YES** to point 4.5, do you want to pass across the same Schedule/Catalogue and web text for the classes?

**(Yes / No)**

4.7 Do you wish to keep the same class prize and trophy lists for the sections and classes?

**(Yes / No)**

4.8 Do you wish for stock items to be copied across (recommended)?

**(Yes / No)**

4.9 Do you wish to keep the Steward links to the schedule?

**(Yes / No)**

5 General

5.1 Do you wish to pass across the same general stock items as last year?

**(Yes / No)**

NB. These are typically items such as tickets. Once passed across (as with all stock items) the individual stock items can be updated for price etc.

6 Stabling

6.1 Do you wish to pass across the same stable (animal housing) types as last year?

**(Yes / No)**

6.2 Do you wish for stock items to be copied across (recommended)?

**(Yes / No)**

7 Stand Items

7.1 Do you wish to keep the same general Stand Items (extras) as last year?

**(Yes / No)**

7.2 If **YES** to point 2.2 AND 7.1, do you want to link the same extra stand items to the new stands?

**(Yes / No)**

NB. These items will still need to be ordered (have an invoice created) and paid in the new show as they are passed across as unpaid items.

8 Contacts

8.1 Do you wish to keep the same general Contact Types as last year?

**(Yes / No)**

8.2 If **YES** to point 8.1, do you want to pass across the associated Contact Groups (sub-types of Contact Types)?

**(Yes / No)**

8.3 If **YES** to point 8.1, do you want to keep the Contact Type associations with contacts for the new show?

**(Yes / No)**

8.4 If **YES** to point 8.2, do you want to keep the Contact Group associations with contacts for the new show?

**(Yes / No)**

8.5 Do you wish to keep the BACs details with contacts for the new show (recommended)?

**(Yes / No)**