

MANAGER'S CHECKLIST

DATE OF SHOW _____

DEADLINES:

Apply for dates: BY NOVEMBER 1 OF THE PRIOR YEAR

Submit prize list for approval: 45 DAYS PRIOR TO DATE OF SHOW _____

Post or mail prize list: 30 DAYS PRIOR TO DATE OF SHOW _____

SELECT FACILITY AND SIGN CONTRACT

HIRE STAFF

- Announcer
- Course Designer
- EMT (must have suitable equipment)
- Farrier (may be on call)
- Food Vendor
- Judges
- Jump Crew
- Manager
- Paddock Masters
- Parking Attendant if needed
- Security if needed
- Secretary
- Stable Manager if needed
- Steward/Rules Representative
- Vet (may be on call)

ORDER RIBBONS, PRIZES, BACK NUMBERS

ARRANGE WITH FACILITY OR ARRANGE TO PROVIDE:

- Ability to drag arenas
- Ability to water arenas
- Announcer's/Judges Stands
- Bedding/Hay/Feed if offered
- Course Board
- Jumps for all rings including warm up rings
- Office space, tables, chairs
- PA System
- Parking for cars and trailers
- Radios
- Restrooms or Portable Toilets
- Safety Cups for all rings
- Shade for competitor

- Shade for employees
- Stabling
- Trash Cans
- Water and cups for exhibitors
- Water for horses

PREPARE SHOW OFFICE OR DELEGATE TO SHOW SECRETARY:

Forms:

- Add Scratch Forms
- CHJA Membership Applications/Membership Affidavits
- Emergency Plan
- EMT Injury Report forms
- Entry forms
- Judges Cards
- Pony measurement forms
- Rule Books
- Selected Rule Information for Judges
- Show Evaluation Forms
- Show Schedules
- Staff Incident Report Form
- Steward Injury Report Forms
- Steward Report Forms

Office Supplies:

- Clip Boards
- Computers and Printers
- Copy Machine
- Extension Cords or Power Strips
- File Box and Dividers
- Numbers and Strings
- Paper Clips and Binder Clips
- Pencil Sharpener
- Pens, Pencils, Markers, Highlighters
- Printer Paper
- Stapler, Staples, Staple Remover
- Sticky Notes/Scratch Paper

Other Supplies:

- Tissue
- Whistles
- Tape Measure
- Stop watches

Staple Gun and Staples
Table Covers

SAVE AFTER THE SHOW:

Judges Cards

Entries

Results

Stewards Injury Reports, EMT Reports, Incident Reports