

Central New York Dressage & Combined Training Association
Horse Show Secretary's checklist: Show _____ Date _____

Pre-Show to do's:

- Obtain CNYD&CTA's supplies, check inventory (esp. tests and ribbons)
- Receive and validate entries: check for accuracy and completeness !!!
- Follow up with competitor to complete entries
- Complete CNYD&CTA entry fee report form and file with checks (for treasurer)
- Process each entry: assign number, enter data on schedule processing forms, prepare competitor packet (put in numbers, coggins, rabies, AHSA cards, literature, etc.), file entry forms in binder for future reference (must keep one year for recognized show)
- Prepare Master Schedule / Order-of-Go & Class Schedule & Judge's Schedule and Prepare Competitor Lists (use CNYD&CTA logo head paper for schedules and lists)
- Send show manager: show schedules and competitor lists
- Send competitor's ride times (either complete order-of-go or just individual's ride times)
- Prepare tests - fill in front page
- Prepare class folders
- Prepare score board sheets

Day-of-Show to do's:

- Set up secretary's work space and score board; set up scorers
- Greet & check-in competitors
- Update schedule, as needed (notify judge/scribe, ring steward, scorer, announcer of changes)
- Oversee scorers & runners
- Post scores, distribute tests, distribute ribbons/trophies/prizes
- Determine champion & reserve, distribute ribbons/trophies/prizes
- Collect numbers ~~and return \$ deposits~~

Post-Show to do's:

- Reports on entries and scores: AHSA, USDF, CNYDCTA
- Results sent to: Lengthening Strides, Horse Bits, (Chronicle - w/in 10 days, only if AHSA)
- Mail unclaimed tests & ribbons/trophies/prizes if not picked up (as stated in prize list)
- Store entries and return supplies
- Submit expenses and entry report to treasurer, copy manager

(3/2001)