

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

Secure facility, officials, services, send confirmation letters and get contracts signed:

- Judge(s)** (AHSA license required for AHSA recognized shows only)
- Technical Delegate** (AHSA license required & on-site for AHSA recognized shows only)
- Facility Insurance Binder** (required for AHSA recognized shows and most facilities)
- Veterinarian** (required on-call for AHSA recognized shows only, have proof for TD to see)
- Farrier** (required on-call for AHSA recognized shows only, have proof for TD to see)
- EMT** (required on-site for AHSA recognized shows only)
- Food Concession** (required on-site for AHSA recognized shows)
- Lavatory** (required on-site for AHSA recognized shows)
- Water for horses** (required on-site for AHSA recognized shows)
- Other** _____
- Other** _____

Recruit Volunteers:

- Assistant** (optional, may recruit an assistant manager to recruit or manage other volunteers)
- Secretary**
- Grounds Manager** (optional, this person could recruit crew & parking/traffic & trailers)
- Grounds Crew:**
Dressage__ Jumps__ Set-up__ Show-day__ Take-down__ Parking/Traffic__
- Scribes**
- Scorers**
- Runners**
- Ring Stewards / equipment & bit check** (competition), **Ring Steward** (warm-up)
- Announcer** (optional)
- Hospitality & Transportation** for Judge/Technical Delegate
- Trailers/Tent/Shelter** for Judge(s) / scribe(s) and secretary and scorers
- Course Designer** (CT and horse trials only)
- Stadium Jump Judge** (CT and horse trials only)
- Jump Crew** (CT and horse trials only)
- Timers** (CT and horse trials only)
- Starters** (CT and horse trials only)
- XC Obstacle Jump Judges** (CT and horse trials only)
- Other** _____
- Other** _____

Central New York Dressage & Combined Training Association Horse Show Manager's checklist (continued)

Pre-Show to do's:

- Prize List** (must send to USDF&AHSA w/ proof of insurance at least 21 days in advance of show)
- Obtain list of potential volunteers** (from volunteer coordinator)
- Equipment Inventory** (check condition, repair/replace if needed)
- Supplies Inventory** (check quantity/usability, replenish if needed)
- Order & pick up trophies/prizes** (USDF / AHSA recognized show)
- Obtain bank checks from treasurer for:** Facility __, Judge(s) __, TD __, EMT __, Farrier __, Veterinarian __, Lavatory __, Show grounds __, Food concession __, Announcer __, Other __
- Show Program for AHSA recognized shows** . (coordinate with secretary)
- Equipment pick up and deliver to show grounds** (coordinate with grounds manager)
- Set up: rings __, warm-up area __, tent __, trailers __** (coordinate with grounds manager)

Day-of-Show to do's:

- Volunteer Check-in:** review job assignments and responsibilities
- Oversee Everything** (greet officials, coordinate volunteers, solve problems)
- Post phone number for Veterinarian, Farrier and other emergency services 911**
- Post map of show grounds** (secy desk, parking, warm-up area, rings, bathroom, water, food)
- Post USDF Statement on Animal Welfare** (at USDF recognized shows)
- Pay officials, services, facility** (unless CNYD&CTA is being billed directly)
- Break down rings and return equipment to storage** (coordinate with grounds manager)
- Clean-up show grounds** (coordinate with grounds manager)

Post-Show to do's:

- Financial Reports** (submit to treasurer)
- Report on show to Lengthening Strides & Horse Bits**
- Thank you notes to volunteers** (coordinate with secretary & grounds manager)
- Thank you note to facility owner** (and if donated, thank you gift, eg. flowers)
- Evaluations of licensed officials to AHSA** (copies for CNYD&CTA)
- Return supplies to storage areas**