

Spring Show Volunteer / Supplies / Checklist

Volunteers / Etc.: (need name and phone number for each)

- AM Scribe: _____
- PM Scribe: _____
- AM Runner: _____
- PM Runner: _____
- AM Ring Steward: _____
- PM Ring Steward: _____
- AM Warm-up Steward: _____
- PM Warm-up Steward: _____
- Saturday Set-Up Crew: _____
- Sunday Take-Down Crew: _____
- Transport of Ring back to Nancy's: _____
- Secretary: _____
- Day of Show Secretary: _____
- Ribbons: _____
- Secretary Assistant? _____
- Who is paying judge?: _____
- Transportation for judge needed?: _____
- Food on site?: _____
- Is Port-a-Potty arranged for? _____
- Will Cazenovia rake the ring before the show and during? When during? _____
- Will Cazenovia rake the outdoor for warm-up before and during? _____
- Do we have USEA / USDF rulebooks on-site in case of equipment, etc. disagreements? _____
- Write Thank You Cards to Volunteers after event

Important Information:

- Vet (on call?, phone, location): _____
- Farrier (on call?, phone, location): _____
- Emergency (911, EMT on site?): _____
- Judge: _____
- Cazenovia Person on-site for problems? _____
- Will need list of horses stabled from _____ to ensure Cazenovia gets paid and stalls are ready and available. (\$25 each, bedding not included)
- Will need Order of Go; get list of competitors from _____

Supplies Needed:

- Ring
- Tests (all labeled and in-order)
- Scribe necessities (bell, pencils, pens, eraser, timer)
- Tables, Chairs, Walkie Talkies
- Ribbons, Awards