



Central New York Dressage & Combined Training Association
Show Manager Checklist

Show: _____ Date: _____

Pre-Show:

- Review prize list on website (verify all information is correct)
- Obtain membership lists for volunteer contact information- contact Membership Coordinator
- Recruit Volunteers:** refer to Volunteer page for more details
 - Assistant manager (if manager or secretary are showing)
 - Ring Stewards/Ring Crew/Jump Crew/
 - Scribes
 - Scores
 - Runners
 - Hospitality & Transportation for judge (if needed)
 - Lunch and snacks for Judge (paid by CNYDCTA)
 - Organize offered snacks/coffee for sale
- Secure facility, officials, services, and get contracts signed:**
 - Judge(s) be sure to have contact information for the judge
 - Insurance (Contact Insurance Coordinator and submit to facility)
 - Have a list for "on call" Veterinarian, Farrier & EMT (if needed)
 - Food concession/or snacks
 - Lavatory (if needed)
 - Water for horses (if needed)
- Check Equipment and Supplies inventory-use checklist in bins
- Obtain checks from treasurer for:
 - o Facility
 - o Judge agreed upon fee
- Organize equipment pick-up and deliver to show grounds from show supplies coordinator and coordinate with grounds manager.
- Set up: (coordinate with grounds manager)
 - o Rings Warm-up area
 - o Trailer Parking
 - o Jumps/Tent if needed

Day-Of-Show:

- Volunteer check-in: review job assignments and responsibilities- handout T-shirts
- Greet officials & participants, coordinate volunteers, solve problems and answer questions. Assist Secretary and volunteers where needed
- At the end of the show pay officials, services and facilities
- Break down and clean off the ring, organized show supplies and returned all supplies
- Review supplies checklist upon return of equipment
- Clean up show grounds



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Post-Show:

- Coordinate with secretary to send show review and pictures for Newsletter/Media.
- Coordinate with secretary to submit Scores to be posted on the website and newsletter
- Return ribbons to Ribbons Coordinator
- Send Thank you notes to all volunteers and facility