

# **RMHA Post-Show/After Actions Checklist** **Show Manager**

*Disclaimer: This checklist is not all inclusive. Show Managers may use it as a guide to assist with the numerous duties and responsibilities when planning, organizing and conducting a horse show. Many items are optional and may not be necessary to carry out a successful and prosperous event. However, we include them for information only. Each Show Manager must determine what is and is not usable for their particular circumstances. Provide suggestions for this form to the Office of Primary Responsibility: Show Advisory Committee Chairman.*

- \_\_\_\_\_ 1. Coordinate with Show Secretary for total show income/expense (**Budget Form**)
- \_\_\_\_\_ 2. Pay judge, DQP, organist, announcer, etc. (**Budget Form**)
- \_\_\_\_\_ 3. Tear down center ring, return equipment, return floral decorations (**if on loan**), etc.
- \_\_\_\_\_ 4. Call for canopy/tent pick up (**if required**)
- \_\_\_\_\_ 5. Clean up arena & grounds & turn in keys (**if required**)
- \_\_\_\_\_ 6. **Proof show results for all required information.**
  - \_\_\_\_\_ Complete names of horses and names/addresses of all exhibitors, trainers and owners
  - \_\_\_\_\_ RMHA membership cards
  - \_\_\_\_\_ Exhibitor card numbers

**ALERT: Incomplete show results AND failure to submit show information WILL result in non-tabulation of RMHA High Points and DISAPPROVAL of RMHA sponsorship money!!**

- \_\_\_\_\_ 7. **Submit Show Results to RMHA/SAC Tabulator:**

**Diane Miller  
5447 Sherwood Hwy.  
Olivet, MI 49076  
269-749-9182**

- \_\_\_\_\_ 8. Submit a **separate listing of all class placings** to:

**RMHA Headquarters  
Attn: Don Vizi  
4037 Iron Works Parkway, Suite 160  
Lexington, KY 40511-8508  
859-243-0260 (office)**

- \_\_\_\_\_ 9. Submit new **Membership Applications & Fees to RMHA/HQ, Attn: Don Vizi**

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- \_\_\_\_\_ 10. Submit new **Exhibitor Applications & fees to RMHA/HQ, Attn: Don Vizi.**
- \_\_\_\_\_ 11. Ensure FOSH/DQP has all event information necessary to submit the DQP report.
- \_\_\_\_\_ 12. Ensure FOSH Equipment Steward has necessary info for their report.
- \_\_\_\_\_ 13. Submit Judge Evaluation Sheet to FOSH/IJA (if using FOSH)
- \_\_\_\_\_ 14. Submit Judge Evaluation Sheet to RMHA/SJC.
- \_\_\_\_\_ 15. If using KWHA, ensure you pay the per horse fee of \$5.00.
- \_\_\_\_\_ 16. If using any other organization, make reports & pay bills.
- \_\_\_\_\_ 17. Thank you notes to volunteers & sponsors.
- \_\_\_\_\_ 18. Write an article for the local paper and include photos (if so inclined).
- \_\_\_\_\_ 19. If any exhibitor checks return from bank as "Insufficient Funds", your club should:
  - a. Immediately notify RMHA/HQ & RMHA/SAC of the name of the individual, the business or the stable.
  - b. Check with the club lawyer or attorney general to find out the process for notifying the individual on which a bank returns checks due to "insufficient funds".
  - c. Send the individual/business a **certified, return receipt** letter notifying them of the amount owed. Give them (specified number business days according to state) to respond.
  - d. If they do not respond: Turn over the check, along with all related correspondence, to the club lawyer or the attorney general office & let them take legal action.  
(Normally, lawyers will get a response on the first "notice to take legal action" letter they send)

***The end! Good job--pat yourself on the back!!!***