

RMHA Pre-Show 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.

NOTE: Show Staff, DQP, Judge, Equipment steward, Secretary, Announcer, Ring Master & immediate family may not participate in a show in which they perform official show duties.

- _____ 1. Secure arena & coordinate date with RMHA Show Advisory Committee (SAC). Point of contact: Dennie Begley. (Sign a contract & provide deposit, if required).
- _____ 2. Secure insurance (\$1,000,000) for the day of event. (Check with FOSH – excellent policy)
- _____ 3. **Set up a B-U-D-G-E-T!!!!** (See Attachment 1 for a sample)
- _____ 4. Stall availability: (Place emergency contact info on bulletin boards, etc.)
 - _____ Number of stalls available
 - _____ Cost per stall per night
 - _____ Bedding cost & availability
 - _____ Hay availability
 - _____ Water/Electric
 - _____ Wash Rack
 - _____ Local feed stores
 - _____ Contact person/phone
- _____ 5. Parking & Camping: (Place emergency contact info on bulletin boards, etc.)
 - _____ Number of lots available
 - _____ Cost per night
 - _____ Water/Electric/Waste Dump
 - _____ Contact person/phone
- _____ 6. Request show package/application from RMHA/SAC (Dennie Begley)
- _____ 7. Return completed application to RMHA/SAC with fee. (Make a file copy)
- _____ 8. Class “A” shows: Contact HQ RMHA Executive Director for Judge.
Class “B” shows: Contact a Licensed Gaited Judge.
- _____ 9. All show managers: Contact Friends of Sound Horses (FOSH) Field Coordinator for DQPs for:
 - _____ Equipment Steward Name: _____
 - _____ DQP Name: _____

RMHA Pre-Show Checklist

Show Manager

- _____ 10. Determine: Class fees, paybacks, name of Judge, DQP, etc & prepare SHOW BILL. You **MUST** use the current year standard RMHA show bill with required number of classes. You May add additional classes but they must be “lettered”, e.g. Classes 1, 2, 3, 4 Conformation Classes: 4.a. may be a Conformation Championship.
- _____ 11. Submit Show Bill to RMHA/SAC by published deadline, include directions to the show, lodging information, restaurant info, etc.
- _____ 12. Submit show date & Show Bill to Marketing & Public Relations Committee (**Barbara Beamer – Chair**) to update the official RMHA web site.
SUBMIT AT LEAST 30 DAYS PRIOR TO SHOW DATE!!!
- _____ 13. Judge/Judges (Use **one judge for up to 150 horses.**) When you receive the name of your Judge from RMHA/HQ (Class “A” Shows), (Class “B” – licensed gaited judge), write a letter to the Judge & include:
- _____ Directions to the show grounds
 - _____ Current copy of Show Rules & Regulations (Pull from the RM web site)
 - _____ Show Bill
 - _____ Motel/transportation arrangements (if applicable)
 - _____ Tell the Judge to notify you immediately if anyone tries to contact them regarding this show
- _____ 14. Arrange for a Farrier (can be local)
- _____ 15. Show Secretary and two administrative assistants (or volunteers)
- _____ 16. Ensure Show Secretary orders Class Entry Forms, Registration Forms and Rider Back Numbers & Showtime Software.
- _____ 17. **ADVERTISE!!:**
- _____ Local Businesses, Newspapers & Penny Shoppers
 - _____ Tack Shops
 - _____ Radio/Local Access TV
 - _____ Town Crier!!!
- _____ 18. **SEEK SPONSORSHIPS!!! & offer levels of compensation (e.g. \$250.00 receives a banner, periodic public service announcements & inclusion in the program, etc.) See attached sample letter. START EARLY and FOLLOW UP in order to have a successful PROFITABLE show!!!**
- | | |
|------------------------|-------------------------------|
| _____ Local Businesses | _____ Vet Clinics |
| _____ Stables & Farms | _____ Tack Shops & Feed Mills |
| _____ Friends | _____ Other |

RMHA Pre-Show Checklist

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- _____ 19. Start hiring or lining up volunteers:
- _____ Organist (if applicable) or DJ (if taped music)
 - _____ Ring Master: (One per 150 horses)
 - _____ Ring Steward: (Used only if show goes over the 150 horse limit)
 - _____ Announcer: (Sometimes the announcer will also do the show music – consider costs)
 - _____ Soloist for National Anthem: (If applicable)
 - _____ Ribbon Presenters: (Can be family members of show participants)
 - _____ Gate Attendants to collect gate entrance fees/hand out show bills: (Two to four)
 - _____ Arena Gate Handlers: (Two to four so they can switch out periodically)
 - _____ Flag, pole and flag holster belt for rider: (during Opening Ceremonies)
 - _____ Volunteer to check Coggins/Health Papers (Office administrators may also do this)
 - _____ Photographer/Videographer
 - _____ Veterinarian: (May be on-call for emergencies)
 - _____ Emergency Medical Technicians (EMTs)
 - _____ Runners: Need two for DQP & Equipment Steward Assistant & two for Office/Announcer)
 - _____ Track Maintenance (tractor/harrow/drag) and Water Truck
- _____ 20. Order Trophies, Ribbons & Plaques (Tip: Use a local shop & ask them to sponsor your show by donating ribbons/plaques or at least cutting prices.)
- _____ 21. Contact local law enforcement and request periodic patrol of show grounds & stables (If show is a two day show & there will be campers, etc.)
- _____ 22. Start lining up the following:
- _____ Center Ring Decorations: (Plants, canopy, set up/tear down crew, tables/chairs, electric)
 - _____ Canopy for promotions, EMT, Vet, etc.
 - _____ Traffic cones or markers: (If needed)
 - _____ Tables & chairs: (At least 3 tables for Center Ring, two tables/chairs for DQP; one each for Equipment Steward)
 - _____ Coordinate walkie/talkie or radio comm: (If required)
 - _____ PA System, Loud Speakers, Comm. Equipment: (As required—make sure it works!)
- _____ 23. Coordinate for a food and beverage service

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S-A-M-P-L-E L-E-T-T-E-R

Your Name & Address

DATE

Name of Business or Individual

Address

City, State, Zip

Dear _____,

On July 4th we will hold the Morgan Riggs Rocky Mountain Horse Celebration. We will hold the show at the Harrison County Fairgrounds and 4-H Arena in Cynthiana, Kentucky. The show will begin with a flag presentation at 10:00 a.m. and we invite you to attend.

Sponsorship of a Championship or Grand Championship class will garner you an arena banner, PA announcement and listing on the Show Program. In addition, you will receive mention in a local newspaper article after the event. For full sponsorship of a Class or partial sponsorship of a Championship or the Grand Championship, you will receive a PA announcement and listing on the Show Program. Partial sponsorship of a Class or any amount less than \$20.00 will list your business in the Show Program.

Please return your sponsor check made out to: _____, in the enclosed stamped and addressed envelop not later than June 15th to ensure promotion at your level of support.

Enclosed you will find a show bill of the upcoming tribute to Morgan Riggs, a true Rocky Mountain horseman who loved, promoted and respected the breed.

Sincerely,

Joe Doe
Show Manager

Enc: Show Bill & Stamped/Addressed Envelop

Clip and return with sponsor support to: **Morgan Riggs Show, P.O. Box 999, Cynthiana KY 41031**

Class Sponsor:	\$85.00	Name: _____
Partial Sponsorship:	\$25.00	
Championship Class:	\$250.00	Phone: _____
Partial Sponsorship:	\$100.00	
Grand Championship:	\$500.00	
Partial Sponsorship:	\$150.00	
Any amount:	_____	

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		Estimate	Actual	Misc.	Total
SHOW INCOME					
Bedding					
Class Entry Fees					
Entrance, Event, Ground, Gate Fees					
Exhibitor Cards					
Exhibitor Memberships					
Sponsorship Advertising					
Sponsorships (prior to show)					
Sponsorship (during show)					
Sponsorship (rec'd after show)					
Stall Income					
Misc:					
Misc:					
Misc:					
Total Income					
Total Income:					
Total Expense:					
Gross Profit					

REBATES

RMHA					
KEEP					
FOSH					
Other					
Total Rebates					
Net Profit or Net Loss					
Amount in Checking					
Difference					

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EXPENSES				
Administration: Misc: (Attach list)				
Paper, Envelopes, Postage, Mail				
Printing				
Advertising Costs (Newspaper, Radio, TV)				
Affiliation Fees (RMHA)				
Affiliation Fee (FOSH, Other)				
Arena, Kitchen, Grounds Fees				
Awards: Ribbons, Plaques, Back #s				
Bedding Expense				
Center Ring Decorations				
DQP (FOSH)				
Donation to Organizations				
Equipment Rental				
Equipment Steward (FOSH)				
Food Expense - Show Vendor				
Gate Keeper				
Insurance (1 Million) (FOSH)				
Judge(s) (Cost of Show, Fuel, Motel)				
Misc.				
Misc.				
Misc.				
Organist (Cost of Show, etc.)				
Payback Money				
Photographer/Videographer				
Ring Master				
Ring Steward				
Show Manager Fee				
Show Secretary				
Secretarial Staff				
Show Time Software Program				
Stall Expense (our cost per stall, per day)				
Volunteer Fuel/Gifts, etc.				
Total Expenses				
Gross Profit (Place this figure in GP on front side of page to continue)				