

# *RMHA Show Day 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. Volunteer check-in: (Review job assignments)
  - \_\_\_\_\_ Two Front Gate Attendants collect entrance fees & hand out Show Bill/Programs  
(Make sure they have sufficient change in ones, fives & tens.)  
(Tell them not to mingle money with any other fees or funds & give directly to Show Manager or Show Secretary)
  - \_\_\_\_\_ Two volunteers to check Coggins/health papers (May be done at the office if not at gate)
  - \_\_\_\_\_ Two volunteers to show vehicles where to park (if necessary)
  - \_\_\_\_\_ Two to four volunteers to monitor arena entry/exit gate(s).
  - \_\_\_\_\_ Two to four runners for DQP and Announcer  
(Runner takes class sheets from Entry Booth to DQP - minimum two to three classes ahead of the class in the ring)
  - \_\_\_\_\_ Designate someone to periodically check lavatories for paper/cleanliness, etc.
- \_\_\_\_\_ 2. Volunteers put up road signs providing directions
- \_\_\_\_\_ 3. Volunteers put up banners around arena, etc.
- \_\_\_\_\_ 4. Set up DQP area and Equipment Steward area (table, chairs, etc.). ID clerical assistant to help DQP maintain report information.
- \_\_\_\_\_ 5. Set up Center Ring Decorations (at least 2 - 3 tables & chairs, plants, area for Winner Circle, etc.)
- \_\_\_\_\_ 6. If your show is holding a raffle or 50/50, assign someone to work table & sell tickets.  
(They must keep money separate and not mingle with any other fees or funds & give directly to Show Manager or Show Secretary)
- \_\_\_\_\_ 7. Designate holding/warm up area for entries after passing the DQP & Equipment Steward check points
- \_\_\_\_\_ 8. Designate an administrator in the office to verify RMHA membership/exhibitor cards and cross reference back numbers during the class entry process.

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- \_\_\_\_\_ 9. Check with Show Secretary:
- |  |   |
|--|---|
| _____ Membership Applications                | _____ Exhibitor Cards                         |
| _____ Local phone book                       | _____ List of emergency numbers               |
| _____ Class Entry Sheets ( <b>Showtime</b> ) | _____ Rider Back Numbers                      |
| _____ Copy machine                           | _____ Job Assignment List ( <b>Attached</b> ) |
| _____ Stapler/Tape                           | _____ Computer                                |
| _____ Misc.                                  | _____ Pens/pencils/markers                    |
- \_\_\_\_\_ 10. Post class diagrams (i.e. obstacle course) in show office area or on bulletin boards
- \_\_\_\_\_ 11. Ensure show officials are in place:
- |                      |                           |
|----------------------|---------------------------|
| _____ Announcer      | _____ DQP                 |
| _____ Judge(s)       | _____ Ribbon Presenters   |
| _____ Organist or DJ | _____ Ring Master/Steward |
| _____ Farrier        | _____ Track Maintenance   |
- \_\_\_\_\_ 12. Coordinate with on-site security and veterinarian (**or call for availability if they are on stand-by**)
- \_\_\_\_\_ 13. Coordinate with photographer/videographer
- \_\_\_\_\_ 14. Ensure trophies, ribbons & plaques are at center ring
- \_\_\_\_\_ 14. Coordinate cold drinks in center ring for judge/personnel
- \_\_\_\_\_ 15. After the announcer lists the winners of each class, take the judge's card and staple it to the class entry sheet so that it doesn't get separated or lost. Personally escort judge to and from ring to including breaks, lunch, etc. Make arrangements for judge's lunch. **Judge should have NO contact with show entrants until after the show. If an exhibitor wants to talk to a judge, the Show Manager MUST be present during the contact period which is held AFTER the show.**
- \_\_\_\_\_ 16. Pay officials at end of day.

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### **Job Assignment List**

<b>Positions</b>	<b>Name</b>	<b>Phone</b>
Show Manager		
Asst. Show Manager		
Show Secretary		
Office #1		
Office #2		
Office #3		
Announcer		
Arena Gate Handler		
Arena Gate Handler		
Arena Gate Handler		
Arena Gate Handler		
Coggins & Health		
Coggins & Health		
Concession Manager		
DQP		
DQP		
Equipment Steward		
EMT/First Aid		
EMT/First Aid		
Farrier		
Front Gate #1		
Front Gate #2		
Front Gate #3		
Front Gate #4		
Judge		
Judge		
Organist		
Photographer/Videographer		
Ring Master		
Ring Steward		
Ribbon Presenter		
Ribbon Presenter		
Ribbon Presenter		
Runner		
Runner		
Runner		
Track Maintenance		
Water Truck		