



Appendix 9

Tennessee Walking Horse Show Recommended Office Supply List

1. Horse Show Computer Program-There are many available and if you can obtain one it makes record keeping and scoring much easier.
2. Copier make sure it reduces size
3. Package of Copy Paper
4. Walkie/Talkies- At least two sets may need more depending on size of show. Must be able to set to same channel.
5. Note Pads 5 x 7 x 1
6. Note Pads 8 ½ x 11 x 2
7. Staplers-3 Staples 1 box
8. Stapler Remover
9. Sticky Notes (1 Pack)
10. Paper Clips-Box
11. Highlighters-One per office worker, different colors if practical at least 4
12. Pens-2 to 3 boxes depending on length of show
13. Pencils-1 box
14. Safety Pins-Large and Small
15. Black Magic Markers-3
16. Clip Boards
 - a. 5 x 7 Size of judges cards, one per judge.
 - b. 8 ½ x 11 x 1
17. Alphabetical expandable file-Entry sheets filed by trainer or owner.
18. File Folders Legal Size & Regular
19. Large Ring Notebook
20. Calculators with batteries x 3
21. Scratch Paper
22. Scotch Tape
23. Duct Tape
24. Secure Money Box
25. Petty Cash: Approx. \$300.00 Change-30 ones, 14-5's, 10-10's, and 5 20's
26. HIO Packet
27. Pre-Entry Forms for each trainer or exhibitor to fill out 100
28. Entry forms-Number of Trainers and Owners expected at show. One per class plus a at least 10 extras.
29. Back Numbers
30. Class Sheets-Enough to hand out to exhibitors and spectators.
31. Settle up Sheets to attach to pre-entry forms.