




Foundation for the Advancement and Support of the Tennessee Walking Show Horse

Tennessee Walking Horse Show Checklist 2012

- Select a Benefit or Charity to Partner with: _____
Contact information _____

- Establish a Budget for the Show
 *See Horse Show Budget Form Appendix 1**
- Decide on a date and reserve/affiliate with HIO, State, Regional &/or National Association.
Date of Show _____
Look at National & State Show Event Calendars to pick your best date.

HIO: _____
Rulebook _____
Affiliate Show _____
Fees _____
State Assoc.: _____
Affiliate Show _____
Fee _____
Regional Assoc.: _____
Affiliate Show _____
Fee _____
National Association: _____
Affiliate Show _____
Fee _____
- Secure a venue, put down deposit, sign contract
Place: _____
Date: _____ Deposit Paid? _____ Amount: \$ _____ Attach copy of contract to
checklist. Balance due before Show: \$ _____
- Secure Show liability insurance: Agent: _____
Fee _____
Attach Copy of Rider to Checklist

 *See Equine Liability Insurance Resource List Appendix 2**

- Decide on entry fees, grounds fees, inspection fees, payback amounts and method of payback to be used. _____



*See Possible Payback Methods Appendix 3**

- Stall Availability-Contact Information _____
 Number _____
 Cost of Bedding _____
 Amount Show will charge for bedding _____
 Contact Person at Venue _____

- Camper Sites-Contact Person at Venue: _____

 Number _____
 Amenities Available: Water? Electricity? Waste Dump?
 Contact Person at Venue: _____

- Center Ring
 Show Theme: _____
 Budget: _____

- Sponsorships: Solicit Sponsorships: The number and amount of sponsorships will make your show a success or a financial failure.**

Sponsorship Chairperson: _____
 Committee: _____

- Letters/Solicitations Mailed
- Phone Calls
- Ads placed
- Personal Visits
- Acknowledge sponsorships in every way possible, signs, announcements, and in the program if you have one.



*Sample Sponsorship form Appendix 7**

Show Officials: If this is a paid position, put amount agreed upon and date the contract was signed. Attach copy of contract. If fee is donated you must still enter into a contract and attach copy of contract. Volunteer position check off and put name of volunteer next to relevant position. Don't forget contact information.

Hire:

- Judge(s): Name _____ Date Signed _____
 _____ Contract _____
 Fee: \$ _____ Est. Travel Expense: \$ _____
 Contact Information: _____

Judge # 2:
_____ Contract _____
Fee: \$ _____ Est. Travel Expense: \$ _____
Contact Information: _____

Judge # 3
_____ Contract: _____
Fee: \$ _____ Est. Travel Expense: \$ _____
Contact Information: _____

Announcer:
_____ Fee: \$ _____ Est. Travel Expense: \$ _____
Contact Information: _____

 *See Appendix 4 for Announcer Resource List**

Organist:
_____ Fee: \$ _____ Est. Travel Expense: \$ _____
Contact Information: _____

 *See Appendix 5 for Organist Resource List**

Photographer:
_____ Expense: _____ Accommodation: _____
Contact Information: _____

 *See Appendix 6 for Photographer Resource List**

Scorer if more than one judge:
_____ Contract _____
Fee: \$ _____ Est. Travel Expense: \$ _____
Contact Info: _____

DQP(s) assigned by HIO. Number determined by number of expected horses, number of sessions and days

_____ Contract _____
Fee: \$ _____ Est. Travel Expense: \$ _____

_____ Fee: \$ _____ Est. Travel Expense: \$ _____

Show Veterinarian
_____ Contact Info: _____
Fee: \$ _____

Show Farrier
_____ Contact Info: _____
Fee: \$ _____

Volunteer Positions:

- Show Manager:

- Show Secretary:

- Person designated to check Coggins &/or Health Papers/USDA &/or HIO Suspension Lists.

- Three to four entry office workers:

- Scribe(s) for judge(s) if doing Versatility timed events:

- Ringmaster (*One per judge*):

- Ring Secretary/Coordinator:

- Paddock Master(s):

- Exhibition(s)-Could possibly involve expense of accommodations and stall rental

Expense if any: _____

- Center Ring & Awards Coordinator:

- Ribbon/Award Presenters

- Center Ring Secretary

- Gate Keeper/Paddock Master:

In _____
Out _____

- Protest Committee (*Must have three*):

- Runners (4):

- Ticket Sales Attendant, At least one per entry gate to Show ground:

- Supply Change
- Flag Horse(s):

 Have flag(s), pole(s), holster(s) available for opening ceremonies.
- Vocalist for National Anthem:

- Invocation:

- Stall Manager:

- Vendor Space Coordinator:

- Camper Site Manager:

- Box Seats Chair

- Parking Area Attendant(s)

- Center Ring Decorating Chair and assistants
 Budget: _____
 Chairperson: _____
 Center Ring Set Up Committee:

- Center Ring Tear Down Committee:

- Clean Up Crew: Chairperson: _____

- Bathroom Monitor for toiletries & supplies: Budget \$ _____
 Chairperson: _____

- Committee to send out thank you notes to sponsors and others who helped put on the show.
 Chairperson: _____

- Publish show date on TWH web sites; notify TWH publications, Walking Horse Report, The Scoop, Voice, and State Association web site. Put physical address and map with information.
- Put together Class Sheet, put appropriate affiliation logos on sheet, disclaimers etc. Put physical address on class sheet, phone numbers for information day of show. Post class sheet and directions to show on web site and send to other web site for publication.
- Contact Hotel or Motels to secure reduced horse show rate.
- Designate hotel as show headquarters to put judge, organists, etc. negotiate for reduced rate or free rooms.
- Notify local fire and police of the date of the show and request presence of an ambulance and EMT's. If show is multi day ask for police presence if possible, especially at night.
- Water truck-Fire department: Arena may need to be wet down before and during the show depending on the arena.
- Class Sheet Copies to hand out weeks before the show.
- Class Sheets at the show at least 250, have available for exhibitors and spectators. Hand out at venue ticket gates.
- Program: Some shows produce a program and sell ads in the program. If you chose to do this you will need to appoint a committee to handle selling the ads and producing the program. _____

- Concessions-If show is not responsible make sure the responsible parties are aware of the date of the show and hours of operation. Get contact information for responsible party. _____

- Concessions: If show is responsible put in budget, add chairperson and volunteers. _____

- Arrange for a water truck for day of show if not included in arena rental agreement.
- Arrange to have the track redressed (drug & rolled) day of show as needed.
- Other Fund Raising Initiatives
 - Silent Auction
 - ½ & ½ Cash Money Board
 - Book Sale
 - Bake Sale
 - Other
- Exhibitors Party or Breakfast/Chairperson: _____
 Est. Cost? _____ Place: _____
- Vendor Rental and Space? Chairperson _____
 Est. Income? _____

- Tack Truck/s Contacted: _____
- Stall Rental/Chairperson: _____
Est. Expense: \$ _____ Est. Income: \$ _____
- Camping Space Rental/Chairperson: _____
Est. Expense: \$ _____ Est. Income: \$ _____
- Advertising Posters put up around town/Chairperson: _____

- Advertise on web sites:
 - TWH publications
 - Local newspapers
 - Radio stations
 - State Publications
- Put out directions to show on class sheet, web site, etc.
- Procure obstacles for Versatility course, barrels, poles etc.
- Center ring tables, chairs and audio equipment: (if not supplied by show venue)
Chairperson _____

- Tent, table and chairs for DQPs-decide before actual show date where to set up for ease of Inspection procedure and convenience of DQPs and Exhibitors. If not covered be sure there is a tent or canopy.
- Make sure HIO affiliation package for Horse Show manager has been received, with pre-entry class sheets, entry class sheets, judges cards, rule book, etc. at least two weeks before the show.
- Entry Office set up, decide where and have tables and chairs for office staff
- Copier for entry office to provide results to media outlets following show.
- Order Pre-Entry Forms at least three weeks before the show if not available in HIO affiliation package. Have available for early entries on line.
- Check HIO affiliation package for judges cards, blank class entry sheets, pre-entry forms, protest forms, and rule book
- Order Trophies, Back Numbers, and Ribbons for classes and championship classes.
Trophy Expense: _____
Ribbon Expense _____
Ordered Date; _____
Received _____
- Horseshoes with stands (if needed)
Cost _____
Ordered _____
Received _____



*See Appendix 8 for Ribbon & Award Companies Resource List**

- Secure Walkie/Talkies for communication at show. Center ring, show office, paddock master, DQP station and show manager need one. Others as deemed necessary.
- Show sign for Winners in center ring for photo op
- Designate Winner's Photo Op area near ring for win shots after class and appropriate signs and decorations.
- Office Supplies, petty cash for change, copier,



*See recommended list of office supplies Appendix 9**

- Purchase heavy duty trash bags and hand out to Trainers, exhibitors, and anyone else who needs one as they enter the show grounds, saves work after show.
- Decide on payback method and have coupons, check, vouchers, etc. ready before the show.



*See list of payback methods Appendix 3**

Hope you had a wonderful show but you aren't quite through. These are the things that you need to make sure are done after the show.

- Immediately after the show provide all media representatives copies of show results
 - Immediately after the show provide state organization show results for high point programs if not included in media information.
 - During and after the show pick up all trash, tie trash bags up and put in designated spot: Refer to Clean up Committee
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- After show send back to HIO copy of class entry forms marked with ties, judge's cards, copies of Judges DQ cards, Judges self evaluation form, show manager's Judges evaluation and protest forms. Any other information and forms requested for return in your show packet received from your HIO.
 - After show send in affiliation results and any other information requests to insure compliance with affiliation rules. WHTA, WHOA, TWHBEA, GWHEA, etc.
 - Send thank you notes to all sponsors and include a copy of their ads if applicable.
 - After show have meeting with horse show committee, volunteers and charity to critique show to improve next year.
Date scheduled: _____
 - Show managers should send out thank you notes to their volunteers, thanking the volunteers for all their hard work to make the show a success.***

FAST realizes that every contingency cannot be covered in this list but we hope that the information supplied here will help any organization or individual to hold a successful horse show. Some of the information pertains to multi night shows and is not applicable to a one night show. We are very interested in feedback and if we need to add or amend our check list, let us know by sending an e-mail to info@fastwalkingshowhorse.org.

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