

**California Cow Horse Association
2018 Spring Spectacular Horse Show #4-5 Checklist**

Task	Notes	Responsible	Day	Date
Submit & confirm signed contract received	Emailed Wed 3/21	M. Thompson	Wed	4/25
Submit & confirm invoice payment received	Mailed Tue 4/17	M. Thompson	Wed	4/25
Submit & confirm insurance certificate received	Emailed Mon 4/16	M. Thompson	Wed	4/25
Submit & confirm vendor list received	Churchill's, Tom Block, Cowdog & Threadesigns	M. Thompson	Fri	5/18
Conduct facility walk thru inspection of arena panels, arena footing, judges stand, announcer's stand, stalls, water faucets, cattle pens, cattle alley, wash racks, haul in parking, RV parking, tractor, water truck, fork lift, cutting pen panels	Scheduled for Mon 4/23	M. Thompson, C. Krieg	Fri	4/27
Confirm Kiser drag rental, delivery, hook up & pick up w J. Gorrell		M. Thompson	Fri	4/27
Submit & confirm food vendor health permit, business license & proof of insurance received		K. Johnson	Fri	5/18
Confirm show labor, photographer, videographer, vendors & food vendor	Need tractor driver & volunteers to take down cutting pen	K. Johnson, M. Thompson	Thu	5/10
Inventory & re-stock cargo trailer as req'd, charge radio batteries & tow to Gorrell Ranch	American flag (needs washed), tarps, markers, banners, tie wraps, radios, batteries, chargers, PA, timer & display, clipboards, pens, ice chests, bottled water	K. Johnson, T. Johnson	Thu	3/8
Send stall & RV counts to M. Thompson	Ask Agri-Center for change to Mon 5/21 or move entry deadline back to Wed 5/16	L. Norman	Thu	5/17
Send stall & RV counts to Agri-Center	Ask Agri-Center for change to Mon 5/21 or move entry deadline back to Wed 5/16	M. Thompson	Fri	5/18
Post stall & RV lists	Ask Agri-Center for change to Mon 5/21 or move entry deadline back to Wed 5/16	M. Thompson	Fri	5/18
Send class counts to T. Johnson		L. Norman	Mon pm	5/21
Send entry list to M. Thompson		L. Norman	Tue pm	5/22
Post entry list on website & announce on Facebook		M. Thompson	Tue pm	5/22
Order cattle		T. Johnson	Tue	5/22
Order cattle feed		T. Johnson	Tue	5/22
Estimate show timeline		M. Thompson	Tue	5/22
Send draws to M. Thompson		L. Norman	Wed pm	5/23
Post draws on website & announce on Facebook		M. Thompson	Wed pm	5/23
Set up cutting pen panels & hang tarps	Volunteer labor	M. Thompson	Thu	5/24
Unload & hang tarps, markers & banners	Volunteer labor	M. Thompson	Thu	5/24
Deliver & hook up Kiser drag		J. Gorrell	Thu	5/24
Work arena ground		M. Thompson	Thu	5/24
Set up show office as req'd		L. Norman	Fri am	5/25
Set up judge's stand as req'd	Volunteer labor	M. Thompson	Thu	5/24
Unload & set up PA	Volunteer labor	M. Thompson	Thu	5/24
Unload, set up & test timer & display	Volunteer labor	M. Thompson	Thu	5/24
Unload, count, feed & water cattle		T. Johnson	Fri	3/9
Manage stalls	Get stall list from Laura	S. Priest	Thu, Fri, Sat	5/24-26
Manage haul in & dry camping		S. Priest	Thu, Fri, Sat	5/24-26

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Task	Notes	Responsible	Day	Date
Supervise show labor & volunteers		S. Priest	Thu, Fri, Sat, Sun	5/24-27
Enforce Agri-Center parking, shavings, manure, dog, bbq & fire rules		S. Priest	Thu, Fri, Sat, Sun	5/24-27
Post block start times on Facebook		S. Priest	Fri, Sat, Sun	5/25-27
Webcast		J. Freitas Video	Fri, Sat, Sun	5/25-27
Buy ice, unload & set up ice chests & bottled water	Volunteer labor		Fri	5/25
Schedule drags & mark on draw sheets		S. Priest	Fri, Sat, Sun	5/25-27
Unload & distribute draw sheets, clipboards & pens		S. Priest	Fri, Sat, Sun	5/25-27
Coordinate w show secretary & write checks etc.		K. Johnson	Sat	3/10
Take down & load tarps, markers & banners	Volunteer labor	S. Priest	Sun	5/27
Load ice chests & bottled water	Volunteer labor		Sun	5/27
Take down & load PA	Volunteer labor	S. Priest	Sun	5/27
Take down & load timer & display		S. Priest	Sun	5/27
Collect & load clipboards & pens		S. Priest	Sun	5/27
Tow cargo trailer to Ward Ranch		K. Krieg	Sun	5/27
Count & load cattle		T. Johnston	Sun	5/27