



During Show Checklist

Please make sure you have checked everything off this list the day before your show begins.

To be posted in the office	Yes/No
Your show's health and safety policy notice.	
Your show's policy on late entries, class swaps and scratchings.	
Your show's contact details for medical, veterinary, and farrier.	
Your show's policy on collecting fees after the show.	
Paperwork in judges' box/rings	
National series announcers' script. Announcers Notes	
<i>Only applicable for age series classes.</i> Pedigree of the horses competing in the age series classes.	
Sponsors	
Sponsors flags to be around the main area/ring.	
Sponsors are to be invited to present ribbons for applicable classes (specific flags can be used for presentation)	
Photograph presentation with the sponsor (if possible). <i>Please email photos to Diana Dobson, Media Liaison (diana@blackballoon.co.nz)</i>	
Recording of Series Results	
Double check series points entered by judges so that they are as per series conditions	
Show Hunter must record the final % score for ALL rounds, not just the place getters.	
Show Jumping series classes, must have the final faults and jump off time for the top 6 places recorded.	
Series results for Show Jumping and Show Hunter should be sent not later than 6pm on the final day of your show. <i>Please send through to Diana Dobson, media liaison (diana@blackballoon.co.nz).</i>	
<i>Please provide the name and mobile phone number of a committee person for Diana to ring and get background information on the major classes and show.</i>	

Show Resources can be found on the website [here](#) or see: Jumping & Show Hunter > Resources > Organisers

If you have any queries please email jumping@nzequestrian.org.nz