



# Pre-Show Checklist

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

<b>General</b>	Yes/No
<p><b>Health and Safety Officer</b> Please ensure your Health and Safety Officer has the following: -OC Health &amp; Safety Checklist -Health &amp; Safety Plan Template -Health &amp; Safety Policy Notice (for catalogue and office) -Health &amp; Safety Briefing Guidelines <a href="#">More information</a></p>	
<p><b>Show Officials</b> Please ensure your show officials have current awards and ESNZ Membership <a href="#">Check here</a></p>	
<p><b>Catalogues (if applicable)</b> National series sponsors banner to be included in the show catalogue <a href="#">Show Jumping Banner</a> <a href="#">Show Hunter Banner</a> <a href="#">Combined Banner</a></p>	
<p><b>Series Classes</b> Sponsors name to be correctly shown in the class description. National series sponsors must be displayed before any local sponsors. <a href="#">Full list of series sponsors 2019-2020</a></p>	
<p><b>Health &amp; Safety</b> Policy must be stated</p>	
<p><b>Age Series Classes (If applicable)</b> The pedigree of the horses competing in the age series must be include in the catalogue <i>Contact either: Equestrian Entries or Main Events for this list</i></p>	
<p><b>Entry Specific</b></p> <p><b>Members</b> Please check all rider and equine membership and registration details. If they are not current please notify ESNZ and the rider. <i>Please note we are currently behind in registrations so please check with us if you are unsure about a member or equine (as at November 2019)</i></p> <p><b>Series Classes</b> Please check that riders who have entered one or more horses into a series class have nominated their point scoring horse, <u>this horse must be ridden first.</u></p>	
<p><b>National Series Sponsor Specific</b></p>	
<p><b>Series Sponsors</b> Please ensure series sponsors are invited to our show, please note that this is compulsory for premier and world cup shows. <a href="#">Jumping Series Sponsor Contacts</a> <a href="#">Show Hunter Series Sponsor Contacts</a></p>	
<p><b>Show Jumping Series Sponsor Flags &amp; Show Hunter Corflutes</b> All premier and world cup shows are required to display the series flags. <a href="#">Series flags and corflute contacts</a></p>	

<b>Important Documents- please have a printed copy on hand</b>	
<u>Series Rules/Conditions</u> <a href="#">Annex 11 Series Conditions</a>	
<u>Horse &amp; Rider injury forms</u> 2 Copies per judges' box, <b>these must be filled out online!</b> The hard copy is only to take note of the incident. <a href="#">Incident Reporting Form</a>	
<u>National Series Sponsors Announcers Notes</u> 1 Copy per judges' box in the ring holding series classes. You are able to condense if need be but no major changes can be made. <a href="#">Series Sponsors Announcers Notes</a>	

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

If you have any queries please email [jumping@nzequestrian.org.nz](mailto:jumping@nzequestrian.org.nz)