



Show Secretary Agreement

SHOW NAME:
SHOW DATE(S):
LOCATION:
NAME:
ADDRESS:
CITY, STATE & ZIP:
SSN/TIN:
PHONE:
EMAIL:
FEES:
FULL DAY: \$ X DAYS HALF DAY: \$ X DAYS
AIRFARE: \$
RENTAL CAR: \$
MILEAGE: \$
LODGING DATES REQUIRED:
LODGING LOCATION:
Meals will be provided for you on the show grounds during the show days. \$25 per diem per day provided for meals away from the grounds.
Your signature constitutes a contract between you and Western States Versatility Horse Assn affiliate agreeing to the terms of this contract.
SIGNATURE:

DATE:
Please send a signed copy of this contract to:
Show Manager:
Address

CHECKLIST

Prior to Show:

- Receive entries via email or mail (if required)
- Confirm memberships in WS and affiliate
- Confirm number of clinic attendees and show entries
Send welcome email to all show participants with schedule, patterns, stall and parking information.
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Show Day(s):

- Arrive on designated day to set up show office
- Confirm number of clinic attendees and create clinic groups
- Receive entries at show
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- Have blank membership forms available for on-site entries
- Assign numbers
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- Process and tabulate all classes according to rules
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- Post draws in areas near show pen and show office

Post Show:

- Complete WSVRHA Completed Show Report Form
Follow all AQHA show completion requirements within
- 10 days of show completion