

# **Putting on a Horse Show**

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**North Carolina 4-H Volunteer**

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## How to Put on Your Own Horse Show

### The 3 most important factors in having a successful horse show

- **Organization** – know what you are going to do and have all the materials available to complete the task. The more organized you are, the less stressed you will be the day of the show; and this will make for a much less stressful atmosphere at the show. This will make for a more enjoyable show for everyone.
- **Preparation** – Do as much as you can as far in advance as you can. This will lessen the amount of work you need to do immediately before and during the show.
- **Delegation – Get Help**, and delegate the smaller tasks to someone you can trust to complete them in a timely manner.

### Organization

- Decide what kind of show you are going to have - what riding style or riding discipline are you targeting:

Western  
Hunter  
Gaited & Nontrotting  
Open  
Dressage & Combined Training

- Decide what level show you are going to have:

Recognized or rated – not recommended for first show.

If so, make sure you are familiar with all the requirements for holding a rated show for whatever sanctioning body is recognizing the show, and what reports you must submit to them.

Schooling – not rated but adhering to most appropriate association rules. Be sure state what rules you are using.

Fun show – all tack and attire legal

- Decide on a location for the show

Make sure the location can accommodate the type of show you want to have.  
For a Hunter show – is the ring big enough for an over fences course.  
If you want to offer a trail class, is there a place to set one up

If you want to have a horse trials, is there a cross country course.

Make sure you have access to the specialty items you will need to put on the show (ie: jumps, a dressage arena, trail obstacles). Find out what the facility will provide and what you must bring in yourself.

Where will the competitors park their trailers

Is there easy access to water

Are there adequate warm up areas

Are there adequate restrooms or will you need Port-a-Potties

What kind of electrical outlets are available and what will you need.

Does the facility have an on site PA system that you can use.

- Set a show date and possibly a rain date

If possible, see what other activities are going on in your area that might draw riders away from your show.

- If the show is to benefit your 4-H Club or the county 4-H Horse Council, contact your county 4-H agent. It is important that you keep them informed of any fund raisers you are having (not just horse shows), and they can help you get one day event insurance at a very reasonable cost.

- Set your class list.

Are you going to offer divisions and division championships?

How many places are you pinning in each class

What other prizes are you going to offer.

- Establish your general show rules – make sure these are clearly stated on your class list.

What safety equipment will be required for the riders

Are you following the general rules of a particular association and what exceptions to established association rules are you permitting?

Will dogs be allowed on the show grounds?

Who is eligible for division championships.

- Establish a working budget

How much are you going to charge for each class (estimate the probable number of riders in each class to get an estimate of the income from the show).

Consider soliciting sponsors for classes or divisions that will be printed on the final class sheet and announced at the show (this is a good source of additional income).

Expenses:

Ribbons (cost of ribbons x the number of places you are pinning x the number of classes you are offering)

Division prizes (number of divisions by the cost of each champion & reserve award)

Officials: Judges, TD, CT, DQP

Announcer:

EMT: Required for Combined Training or Horse Trials

Facility:

Secretarial supplies & Misc:

Copies of class list & entry forms

Pens

Numbers (can often be obtained free from feed companies)

Safety pins

Walkie Talkie rental

Port-a-Potties

One day event insurance

Timer rental if you are offering games classes.

Stop watch for other timed classes (Jumper, etc)

- Hire your officials

Judge(s)– make sure the judge knows what level of riders you are targeting. Let them know what pattern classes you are offering and find out if they would prefer to provide the patterns or if they would like you to do them. If they are providing the patterns, request they mail them to you in advance so that you can have them drawn on poster paper before the show.

Announcer – If the facility has a PA system or if you have access to a portable one, you can probably get one of your volunteers to announce for you and save the expense of hiring an announcer. If you hire an announcer, make sure they can provide a PA system if there is not one on the show grounds.

- If your show does not require you to have an EMT on site, notify the local rescue squad that you are holding this show, and make sure they know the exact location.

### **Delegation:**

- Decided what tasks to delegate and who can and will do them. Remind the people who are doing them that they are very important and will require a time commitment. Some jobs can be scheduled in time blocks so one person is not tied up all day.
- Concessions: if you are want to have concessions available, find someone who is willing to do them. If you do not have people willing to run a concession stand to benefit the show, considering offering a 4-H club the opportunity to run a concession stand as a fund raiser for their club, It doesn't even have to be a horse club. Make sure you let them know what kind of electrical facilities they can use, and if they will be allowed to set up a grill.
- Secretarial duties: While the show organizer can serve as the secretary, be sure you have help, especially for the hour or so before the show starts when most people are filling out entry forms. It is a good idea to have at least 2 people there to transfer the entries to the class sheets (unless you have someone with a computer and horse show software).
- Ring steward and jump or trail crew.
- Coggins: Be sure you have someone there to check the coggins BEFORE the horses are taken off the trailer. Make sure they know what to look for on the form itself, and how to compare the form to the horse. DO NOT assign this task to a young child.
- Ribbon presenters and runners. These are excellent jobs for the 4-H members who are not showing.
- Safety: Consider having a safety person or committee to police the grounds prior to the show (even the day before) and look for anything that might cause a safety problem. If found, either correct the problem, or make that part of the grounds off limits.

## Preparation:

- Get the word out: Put copies of your class list in area farms and tack shops 3 to 4 weeks in advance of the show. If you have access to a mailing list, consider doing a mailing. Email the class list to people who might be interested. Run ads in free or low cost horse publications.
- Visit the facilities, see what is there and where you want to set up such things as the secretary's table and concession stand, and where you want to seat the judge and announcer. Check out the electrical service and outlet availability. Find out about the availability of large items like tables and chairs for the concession and secretary so you will know what you need to bring. If you need port-a-potties, find out where they should be placed.
- Check with the ribbon company about the lead time for the ribbons. Allow yourself at least an extra week for your order. Back numbers usually need to be ordered in advance of the show.
- Reserve such things as port-a-potties and walkie talkies well in advance. Make sure there will be someone at the show facility when the port-a-potties are delivered.
- Assemble all the items for the secretary's table.
  - You will need:
    - Copies of the class list
    - Entry forms
    - Class sheets
    - Drop/Add forms
    - Coggins cards
    - Division tally sheets if you are awarding championships
    - Pens
    - Back numbers
    - Safety Pins
    - Tape
    - Markers
    - Cash box
    - First Aid Kit
    - Cell Phone
    - Table & Chairs (if not provided by the facility)
    - Warning Sign (should be on the grounds, but it is a good idea to have one at the table)
    - Rule book for whatever associations rules you are following

## Horse Show Checklist

Ribbons & prizes	_____
Port-A-Potties	_____
One Day Event Insurance	_____
Officials confirmed	_____

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Back Numbers	_____
Courses and Patterns	_____
Timers	_____
Stop Watches	_____
Walkie Talkies	_____

### Forms:

Class List	_____
Entry Forms	_____
Drop/Add forms	_____
Class entry forms	_____
Division Tally forms	_____

### Secretarial Supplies:

Pens or pencils	_____
Markers	_____
Poster paper	_____
Large safety pins	_____
Tape	_____
Extension cords	_____
Scratch paper	_____
First aid kit	_____
Cell phone	_____
Stapler	_____
Staple gun	_____
Cash box (and change)	_____
Calculator	_____
Table & Chairs	_____
Rule book (if recognized show)	_____

### People needed day of show

Coggins Checker	1
Person to direct traffic	1
Gate Keeper	1
Ring Steward	1
Secretary's table	2
Ring Crew	1 to 3
Runners	2 to 3
Ribbon Person	1



## Horse Show Timeline

**At least 3 Months in advance:**

- **Decide on the date, location and type of show.**
- **Start getting your show committee together.**

**As soon as possible after determining the date, etc.**

- **Start getting the word out.**
- **Hire your judge, announcer and any other officials needed**
- **Determine your class list**

**6 to 8 weeks in advance**

- **Order the ribbons and other prizes**
- **Start getting your show materials together – both secretarial and ring**

**3 to 4 weeks in advance**

- **Finalize your volunteers – make sure you have a few in reserve**

**1 to 2 weeks in advance**

- **Have a meeting of the show committee to make sure you have everything organized**
- **Contact the local rescue squad to give them a heads-up that you are having the show and make sure they know the exact location.**
- **Visit the show facility to inspect the grounds and make sure there is nothing else you need to provide for the show.**

**The day before the show**

- **Do a final safety inspection of the show grounds.**
- **Make sure you have all your show forms and show supplies.**
- **Pray for good weather**

**The day of the show**

- **Show up and have fun.**

# Orange County Benefit Horse Show

(Proceeds to go to the Orange Co. 4-H Horse Program)

Pleasant Hill Farm

6525 Schley Road

919-732-7702

Saturday, October 28, 2006

8:30 AM

No Rain Date

Judge:

Terry Barber

**\*\*\*\* Negative Coggins Required \*\*\*\***

**Entry Fee: 2006 4H Members - \$8.00 per class; All others - \$10.00 per class**

**Champion and Reserve Awarded in All Divisions**

**Ring Open for Schooling until 8:20 AM**

1. Showmanship

## Working Hunter

2. Working Hunter O/F 2'6" to 2'9"
3. Working Hunter O/F 2'6" to 2'9"
4. Working Hunter Equitation O/F 2'6" to 2'9"
5. Working Hunter on the Flat
6. Working Hunter Equitation on the Flat

## Long Stirrup (Over 12 years old)

23. Long Stirrup Hunter O/F 2'
24. Long Stirrup Hunter O/F 2'
25. Long Stirrup Equitation O/F 2'
26. Long Stirrup Hunter on the Flat
27. Long Stirrup Equitation on the Flat

## Children's Hunter (Ponies & Horses)

7. Children's Hunter O/F 2'6"
8. Children's Hunter O/F 2'6"
9. Children's Hunter Equitation O/F 2'6"
10. Children's Hunter on the Flat
11. Children's Hunter Equitation on the Flat

## Short Stirrup (12 Years and Under)

28. Short Stirrup Hunter O/F 2'
29. Short Stirrup Hunter O/F 2'
30. Short Stirrup Equitation O/F 2'
31. Short Stirrup Hunter on the Flat
32. Short Stirrup Equitation on the Flat

## Pony Hunter

12. Pony Hunter O/F 2'3"
13. Pony Hunter O/F 2'3"
14. Pony Hunter Equitation O/F 2'3"
15. Pony Hunter on the Flat
16. Pony Hunter Equitation on the Flat

## \* \* Beginner Rider (Adults & Children)

(Twice around the outside)

33. Beginner Rider Hunter O/F 2'
34. Beginner Rider Hunter O/F 2'
35. Beginner Rider Equitation O/F 2'
36. Beginner Rider Hunter on the Flat
37. Beginner Rider Equitation on the Flat

## Baby Hunter (Trotting Permitted)

17. Baby Hunter O/F 2'3"
18. Baby Hunter O/F 2'3"
19. Baby Hunter Equitation O/F 2'3"
20. Baby Hunter on the Flat
21. Baby Hunter Equitation on the Flat

## Open Walk /Trot

38. Open Hunter Walk/Trot
39. Open Pleasure Walk/Trot
40. Open Go As You Please – Walk/Trot
41. Open Equitation Walk/Trot
42. Open Walk/Trot/Canter

## 10 Minute Break – Ring Cleared

22. Costume Class – No Entry Fee – Prizes Given

## Walk/Trot – 12 and Under

43. Hunter Walk/Trot – 12 and under
44. Pleasure Walk/Trot – 12 and under
45. Walk/Trot Go As You Please
46. Walk/Trot Equitation – 12 & Under
47. Walk/Trot/Canter – 12 & Under

## Lunch Break: Schooling for Afternoon Class Entries Only

\* 4H Entry Fees apply ONLY to Current (2006) 4H Members

\*\* Beginner Rider Classes open to riders in their 1<sup>st</sup> or 2<sup>nd</sup> season of showing – Only Trotting Permitted

\*\*\*Beginner Rider Classes - Riders in this may not enter any other OF classes

**Protective headgear is mandatory in all classes and when mounted on the show grounds**

**Martingales are prohibited in all flat classes**

**Boots and leg wraps are prohibited in all classes**

**Concessions provided by the HILLTOPPERS 4-H CLUB**



# Orange County 4-H Benefit Horse Show

Saturday, October 28, 2006

The undersigned Owner/Exhibitor does hereby release the Orange County 4-H Horse Clubs, Orange County Cooperative Extension Service, Pleasant Hill Farm and the officials and organizers of this event from any liability arising out of my participation in the same, and does hereby agree to hold harmless and indemnify such individuals from any liability, whether intentionally or negligently caused, arising out of my participation in such event. This agreement shall extend to any rider of any horse participating of which I am the Owner/Exhibitor and to any person injured by such horse or rider. All activities will be conducted in a safe manner; and any animal or rider deemed to be unsafe, in the sole opinion of the event management, may be barred from participation in any class or from the show.

\*\*\*\* **Warning** \*\*\*\*

**Under North Carolina law, and equine activity sponsor or equine professional is not liable for an injury or the death of a participant in equine activities resulting exclusively from the inherent risks of equine activities. Chapter 99E of the North Carolina General Statutes.**

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Legal Guardian if under 18)

Rider No:	Rider Name:											
Phone:	Address:											
Entry Fee:	City:	State:	Zip:									
Paid: Cash Check	Horse's Name:											
4-H Club:	County: Leader:	Email Address:										
Please Circle The Class Number of Each Class Entered												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47					

*Riders must enter at least 3 classes in a division to be eligible for the division championship.  
Division championship ties will be broken on equitation on the flat placings.*







Class Number: \_\_\_\_\_

Class Number: \_\_\_\_\_

Class Number: \_\_\_\_\_

Class Name: \_\_\_\_\_

Class Name: \_\_\_\_\_

Class Name: \_\_\_\_\_

1<sup>st</sup> Place \_\_\_\_\_

1<sup>st</sup> Place \_\_\_\_\_

1<sup>st</sup> Place \_\_\_\_\_

2<sup>nd</sup> Place \_\_\_\_\_

2<sup>nd</sup> Place \_\_\_\_\_

2<sup>nd</sup> Place \_\_\_\_\_

3<sup>rd</sup> Place \_\_\_\_\_

3<sup>rd</sup> Place \_\_\_\_\_

3<sup>rd</sup> Place \_\_\_\_\_

4<sup>th</sup> Place \_\_\_\_\_

4<sup>th</sup> Place \_\_\_\_\_

4<sup>th</sup> Place \_\_\_\_\_

5<sup>th</sup> Place \_\_\_\_\_

5<sup>th</sup> Place \_\_\_\_\_

5<sup>th</sup> Place \_\_\_\_\_

6<sup>th</sup> Place \_\_\_\_\_

6<sup>th</sup> Place \_\_\_\_\_

6<sup>th</sup> Place \_\_\_\_\_

Signature: \_\_\_\_\_  
(Judge)

Signature: \_\_\_\_\_  
(Judge)

Signature: \_\_\_\_\_  
(Judge)





## Coggins Confirmation Card

Horse: \_\_\_\_\_ Date Bled: \_\_\_\_\_

Riders: \_\_\_\_\_

Checked By: \_\_\_\_\_

**Riders must bring this card to the show office in order to pick up their packets.**