

IGRA SECRETARIAL CHECKLIST

IGRA Secretarial Checklist Page 1 of 2 Revised November 1, 2002

Rodeo _____ Dates _____

Rodeo Location _____

Rodeo Secretary _____ Assn _____

Checklist Responsibility _____

EQUIPMENT

- 1 each access to "all night" copy center (or copier with colored & NCR paper)
- 1 each 10-key calculator
- 1 each extension cord (heavy duty) with a surge strip
- 1-2 each posting board(s) (preferably 4' X 8') solidly anchored
- 5-6 each stopwatches with similar readouts **WITH EXTRA** batteries

FORMS

- 1 each IRS W-9 form (one per contestant)
- 1 each IGRA Liability Waiver (one per contestant and volunteer)

OFFICE SUPPLIES

- 2 dozen ball point pens, medium black
- 1 each pencil, wood or mechanical
- 3 each binders, 2-inch 3-ring
- 1 each binder, 1-inch 3-ring (for announcing awards)
- 2 sets binder indexes, alphabetical (A-Z)
- 12 each clipboards, 9" X 12"
- 1 each highlighter, yellow
- 1 each marker, wide black
- 2 reams paper, 8 1/2" X 11" white (for auditor)
- 20 pages Avery laser labels #5160, label size 1" X 2 5/8", 30 labels per page
- 1 box paper clips, jumbo
- 1 each punch, 3-hole
- 1 pair scissors
- 1 each ruler, wood or metal
- 1 each scotch tape
- 1 each staple gun (heavy duty) **AND** box of staples
- 2 each staple puller
- 2 each staplers **AND** box of staples

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OFFICE SUPPLIES (cont'd)

- 1 each writing pad (8 1/2" X 11")
- 1 each writing pad (5" X 8")
- 3 dozen Pendaflex hanging folders **AND** tabs
- 1 each crate for hanging folders
- 1 pad Post-it 3M-brand notes (3" X 3")

OTHER NECESSARY SUPPLIES

- 2 each buckles, all-around or champion
- 27 each buckles, event
- 100 each checks, 1-per-page laser-style OR 3-per-page ledger-style
- 500 each luggage tags (for badges) **AND** plastic loops
- 10 each ribbons, all-around or champion
- 270 each ribbons, event
- 400 each safety pins, medium

REGISTRATION SIGNS (Friday Night)

- 1 each "A - F", "G - M", "N - Z"
- 1 each "Announcer", "Cashier", "Grand Entry", "New Contestants"
- 1 each "Contestant Packets", "Entertainment"
- 1 each "Contestant Meeting" (along with start time and location)
- 1 each "Rodeo Start Time ___:___a.m."

REGISTRATION STAFF (Friday Night)

- 2 people to process new contestants
- 6 people to process pre-registered contestants
- 2 people to be cashiers
- 2 people to give contestant bags
- 2 people to do announcer cards
- 2 people to sign up entertainment / grand entry

SECRETARIAL STAFF (Saturday/Sunday)

- 1 person as Assistant Secretary
- 1 person as Scorekeeper
- 3 people as Timers, minimum (6 preferred)
- 1 person as a runner
- 1 person to assemble ribbons (early Sunday and late Sunday)