

## RODEO CHECK-OFF LIST

### *Contestant Registration*

Check-Off	Item	Comments
	Coordinator/Director:	
	Assistant(s):	
	Treasurer/Finance Manager:	
	Cash Bank:	
	Calculator:	
	Receipt Books:	
	Location:	
	Tables:	
	Chairs:	
	Paper:	
	Pens:	
	Signage:	
	IGRA Auditor Table with Electrical Hook-up:	
	Access Badges:	
	Buddy Passes:	
	Forms:	
	W-9s:	
	IGRA Event Entry Forms:	
	Staff/Volunteer Liability Waivers:	
	IGRA Liability Waivers:	
	Contestant Medical Forms:	
	No-Photo Request Forms:	
	Sponsorship Announcement Forms:	
	Contestant Numbers:	
	Stall Rental Forms:	
	Shared Rigging Forms:	
	Rodeo Contestant Surveys:	
	Rule Books for New Contestants	
	Map to Medical Facilities <b>from both rodeo</b> grounds and host hotel on Blue Paper with "Horse Sense" on the back:	
	Added Prize/Purse Money Announcement:	
	Large Animal Vet Information:	
	Contestant Meeting Announcement:	
	Event Line-up and Start-times:	
	Rodeo Contestant Surveys:	
	List of Farriers	
	<i>Meeting Notifications:</i>	
	Officials:	
	Scorekeeper and timers:	
	New contestants:	
	<b>See Chapter 1, Section 6</b>	
	<b>Managing Contestant Registration for</b>	
	<b>additional information</b>	