



Central New York Dressage & Combined Training Association Volunteer & Supply Checklist

Show: _____ Date: _____

Name and Phone Number for **EACH**

Volunteers:

- AM Scribe: _____
- PM Scribe: _____
- AM Runner: _____
- PM Runner: _____
- AM Ring Steward: _____
- PM Ring Steward: _____
- AM Warm-Up Steward: _____
- PM Warm-Up Steward: _____
- Saturday Set-Up Crew: _____
- Sunday Take-Down Crew: _____
- Transport Ring back to Supplies Coordinator: _____
- Secretary: _____
- Day of Show Secretary: _____
- Secretary Assistant: _____
- Transportation of Judge: _____
- Food: _____
- Port-A-Potty: _____

Important Day-Of-Show Contact Information:

- Vet: _____
- Farrier: _____
- Emergency: _____
- Judge: _____
- Secretary/Manager: _____

Supplies Needed (*who is responsible*):

- Ring or Jumps: _____
- Tests (ALL labeled and in-order): _____
- Scribe necessities (bell, pencils, pens, eraser, timer): _____
- Table, Chairs, Walkie Talkies: _____
- Ribbons, Awards: _____
- Current Rulebooks: _____
- Ribbons, Awards: _____
- "Day of" bin: _____