

AQHA SHOW MANAGEMENT RESULTS CHECK LIST

The following items must be returned to AQHA **within 10 days** of the ending show date.

SHOW ROSTER:

- Must be in numerical order by back number.
- **Do not** list an entry which has scratched from a class.
- **Do not** list entries for non-AQHA classes.
- Roster must be submitted in the proper Excel format. If you need a copy of the template, please email show@aqha.org.

JUDGES CLASS CARDS:

- Must include AQHA class codes, class name and judge's signature.

MEMBERSHIP LISTING AND APPLICATIONS:

- New and replacements sold at the show for Open, Youth, Amateur, or Novice applications.

MONEY ORDER/CHECK:

- Make sure this includes the total amount of all membership fees collected at the show.
- If the \$8 processing fee is collected by show management it may be retained or submitted with the full amount.
- **ALL MEMBERSHIP FEES COLLECTED AT A SHOW ARE NON-REFUNDABLE.**

COMPLETED JUDGE EVALUATION FORM(S):

- There must be a form for each judge submitted by Show Management.

COMPLETED AQHA RULE VIOLATION FORM(S):

- If a violation form is submitted to Show Management it must be provided to AQHA.

GELDING STATEMENTS:

- Each set of original registration papers must be inspected. If a stallion has been gelded and his original registration has not been stamped GELDING, the owner or exhibitor must fill out a gelding statement.

COMPLETED LIVESTOCK INJURY REPORT FORM(S):

- If your show has cattle classes complete a **separate** form for each show number.

THERAPEUTIC MEDICATION FORMS:

- Be sure to return the top copy along with the original prescription, if one was supplied to show management.

SCORE SHEETS:

- Be sure to turn in all score sheets provided by judges

PROCESSING FEES:

____ **PROCESSING FEE:**

- Introductory, All-Novice, Equestrians with Disability and shows held in California and Canada.
- Processing fee of \$8 must be collected for each horse each show entered into AQHA classes.
- **DO NOT** collect fee for non-AQHA approved classes.
- Submit fees with show results.

OR

____ **PROCESSING/DRUG FEE:**

- Processing fee of \$8 must be collected for each horse each show entered into AQHA classes.
- **DO NOT** collect fee for non-AQHA approved classes.
- Submit fees with show results.