

SHOW MANAGEMENT'S AQHA SHOW 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. If submitting roster on diskette/CD, E-mail, or upload using AQHA.com, please E-mail a text copy of the roster. E-mail address: 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 it is for the total amount of all membership fees collected at the show. If the \$5 processing fee is collected by show management it may be retained or submitted with the full amount. The processing fee will be refunded to show management.) **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 it must be submitted to AQHA.)

___ **GELDING STATEMENTS** (Each set of 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.) **Geldings still listed as stallions according to AQHA records when show results are processed will be disqualified from Halter, Novice, and Youth classes.**

___ **NOVICE YOUTH/AMATEUR PERMITS** (Be sure that an original permit is collected or a permit application is submitted for each show.)

___ **COMPLETED LIVESTOCK INJURY REPORT FORM(S)** (If your show has cattle classes complete a **separate** form for each show number.)

___ **COMPLETED INCENTIVE FUND LICENSE(S)** (If purchased at your show)

___ **THERAPEUTIC MEDICATION FORMS** (Be sure to return the top copy along with the original prescription, if one was supplied to show management.)

___ **PROCESSING/DRUG FEE** (Processing fee of \$4 as well as the Drug testing fee of \$1 (a total of \$5 per horse) must be collected for each horse entered into AQHA classes. **DO NOT** collect fee for non-AQHA approved classes. Fees **must** be submitted with show results.)