**FADS END OF SHOW CHECKLIST**

* Give the check to the judge as soon as possible after the last ride has been judged. Don’t forget to ask the judge for mileage and thank him or her for participating.
* Make sure all tests have been scored and posted before the judge leaves.
* Thank the volunteers and make certain they have received their certificates or other volunteer perks.
* Assemble the tear-down crew and collect all equipment and materials.
* Ensure that arrangements have been made for the trailer to be picked up (if a loaner was used).
* Return all host facility equipment to its proper place in as good as the condition in which it was loaned.
* Clean up the premises and ensure that nothing has been damaged.
* Notify host that everything has been put away and thank them for the use of their facility.
* Submit show results & rider names and email addresses to FADS webmaster ([info@FrederickDressage.org](mailto:info@FrederickDressage.org))
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