**FADS SHOW DAY CHECKLIST**

* Set up ring(s) (preferably done the day before)
* Set up secretary's table:
* Competitor's packet with riders’ numbers (optional) and returned Coggins reports (if collected before show)
* Copies of show schedule
* Notepaper, pens and pencils
* Ribbons (and other awards, if any)
* Set up judge's table (preferably inside a judge's stand or horse trailer if ring is outside):
* Test folders with extra sheets
* Black or blue ball point pens
* Red pens (to mark errors)
* Bell or whistle (if two rings, have bell in one and whistle in the other)
* Chairs for judge and scribe (good chairs as they must sit there all day!)
* Table
* Schedule of rides
* Cooler with drinks for judge and scribe
* Snacks
* Set up scorer's table:
* Calculator
* Extra batteries
* Stapler
* Magic marker for scoreboards
* Pens
* Scorer's Manual
* Schedule of rides
* Set up Score Posters in prominent place that is also convenient to the scorers
* Set up lunch area for judge(s) and volunteers (if possible/desired, provide a private place for the judge)
* Set up refreshments location (optional)
* Verify that food sales license/permit is current
* Cash box with change and small bills
* Table and chairs for refreshment coordinator
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