

## SHOW CHECK LIST – GENERAL REQUIREMENTS

	QUANTITY	SUPPLIER	RESPONSIBLE	CONFIRMED
Shed or marquee				
Seating				
Stand & rope (show ring)				
Table for announcer				
Lighting for show ring				
Lighting for fleeces				
Lighting - general				
Trestles				
PA System				
Generator/electricity leads				
Animal pens				
Straw				
Water availability				
Chairs/Seating				
Judge's gift				
Hot water urn, cups				
Tea, coffee, milk, sugar, biscuits				
Fridge, ice, drinking water				
Carafe, glasses				
Sashes - Championship				
Ribbons - Judge, Stewards				
Trophies				
Prizes \ Certificates				
Arrange sponsors for prize monies				
Envelopes, sponsor names & cheques				



**SHOW CHECK LIST – GENERAL REQUIREMENTS (cont'd)**

	<b>QUANTITY</b>	<b>SUPPLIER</b>	<b>RESPONSIBLE</b>	<b>CONFIRMED</b>
First aid attendants				
Vet in attendance				
Whiteboard for results				
Stud names for pens				
Broom & shovel				
Fleece scales & tray				
Fleece score sheets				
Fleece dividers				
Colour card for Fleece Judge				
Colour card for Inspection Stewards				
Anti-bacterial wipes				
Arrange for overnight security				
Cloths to cover trestles				
Printing - Show Schedule				
Printing - Certificates				
Printing - Show Catalogue				
Advertising - General/Catalogue				
Entertainment/Displays				
AAA merchandise sales				
AAA Industry Directories & brochures				
AAA display material				
Display fleeces				
Possible trade stall retailers				
Judge / Stewards/ Personnel				
“Do Not Touch Fleeces” signs				
“No Smoking” signs				