



THE AMERICAN MINIATURE HORSE ASSOCIATION, INC.
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<http://www.amha.org>

SHOW MANAGER'S SHOW PROCESS CHECKLIST FOR AMHA

Reserve Show Date

_____ Send AMHA office a completed "Application for Reservation of AMHA Show Date"
(postmarked at least 60 days prior to the first proposed show date)

Show Managers Test

_____ Annually sent to you by AMHA office – complete & return **before** first show approval

Obtain Show Approval (prior to printing, website publishing and/or mailing any premium lists)

_____ Send AMHA office a completed "Application for AMHA Show Approval" (one for each Judge), premium list, entry form & fees (\$25/judge) postmarked at least 45 days prior to the first show date. Include \$10 per deck of Judge Placement Cards if desired.

Basic premium list requirements:

- _____ Location, dates & starting time of show, not to start before 8am
- _____ List of Judges (Senior status & State – Ref: GR-025-T)
- _____ Close of entries date and late fees
- _____ Measurement Times and Hardship Measurement Times
- _____ List premiums and awards
- _____ Class List (notate all non-pointed classes as such on class list)
- _____ Show Manager contact information
- _____ Stmt: "All horses must be registered with AMHA"
- _____ Stmt: "Send in copy of Registration Papers, front and back"
- _____ Stmt: "Send in copy of Senior Stallion Verification Report"
- _____ Stmt: "Amateur & Youth must provide a copy of their current AMHA Amateur or Youth cards. Applications for both will be available in the show office. Applications are \$5 more when submitted at a show"
- _____ Signature Block with: "I certify that I am an Amateur as recognized by the rules of the AMHA" on the entry form.
- _____ Fee Schedule (stalls, parking, drug fees, etc)
- _____ Judge Evaluation Report information for exhibitors
- _____ AMHA Office Fee info listed on entry form (see below)

Show Results

- _____ Send to AMHA office: ** (within 15 days from the last day of the show)
- _____ AMHA Show Results Summary Form
 - _____ Results on ProShow diskette (with hard copy) **or** on AMHA approved Class & Champion Sheets **or** on pre-approved form.
 - _____ AMHA Office Fee: **\$3.00 per horse/per judge for manual shows or show sent in on ProShow diskette is \$1.00 per horse/per judge**
 - _____ Judges Evaluation reports from exhibitors (green) – (if any)
 - _____ Evaluation of Judge by Show Manager
 - _____ Youth and/or Amateur Applications with fees
 - _____ Show Audit report from ProShow
 - _____ Any DQ's or gate scratches
 - _____ Youth/Amateur relation to horse owner if not on listed on reg. papers
 - _____ Horse Measurement List (horse name alpha order and signed by Measurer and Show Mgr.)

****results for shows held during the 30 days prior to the World Show are due by overnight mail within 5 days from the last day of the show.**