

Items Needed by Site

Judges Table

Stand
Long table
Bell
3 chairs
Pens and pencils
Calculator
Timing device
Snacks
coffee/water/drink
Hand sanitizer
Kleenex
Scratch paper
OOG
Class folders
Prize list
Tablecloth
Decorations
Comfort aids (heating/cooling cushion)

Office

Tables/chairs
2 computers
printer/copier
Ream of Paper
Extra Ink
Pens/pencils
OOG
Volunteer lists
Stapler
Team folders/envelopes (scorecards)
Scratch paper
Change forms
Grievance and Protest forms
WiFi/hotspot
Hold Harmless forms
Baskets for scoresheets AVA Post Ribbons and scoresheets to be input
MANY clipboards for show locations
Powerstrips
Posting area for scores

Music/Announcer

Sound system
Microphone
Computer/disc player/?
Table
Min 2 chairs
2 OOGs
Pencils
Power strip
Extension cord

Gatekeeper

Clipboard/OOG
Pencil
Assistant

Judges Hospitality Suite

Meals
Snacks
Drinks
Bathroom access

Ribbons

(Order these within a week of COE)

Lots of table space

Pens
Stickers if you use them
Scores for each class
Hangers for the ribbons

Arena

See rule book for specific requirements
Spectator seating
Divide the circles from the spectators
Flour/shavings to mark the center of the circle
See items for Judges/Music/Announcer/Gatekeepers
Barrel for barrel classes
Space for Warmup/riding

Decorations