

## POST EVENT CHECKLIST FOR HORSE EVENT MANAGERS

### EVENTS CONTAINING TENNESSEE WALKING OR RACKING HORSES<sup>1</sup>

This tool can be used as a guide for what information to submit within five days after the event<sup>2</sup>.

- Event date(s), name and address<sup>3</sup> (physical address)
- Sponsoring organization name and address
- Event Manager name, address, phone number, and email address (if available)
- Name and address of the person designated to maintain the records
- Name and address of each Horse Protection Inspector appointed, if applicable
- Copy of official event program, if applicable
- Name and address of each judge
- Copy of official judge's scoring card(s) for each class including:
  - » Place each horse finished in the class
- Copy of each class sheet or sale sheet containing:
  - » Horse names and registration numbers, if applicable
  - » Exhibition number or sale number assigned to each horse
  - » Class number or sale lot number
  - » Owner name(s) and address(es)
  - » Name and address of the person paid the entry fee and entered the horse
- Information for each horse (if not on class or entry sheet):
  - » Name and any applicable registration name and number
  - » Owner name(s) and address(es)
  - » Trainer name and address
  - » Custodian name and address
  - » Exhibitor/Rider name and address
  - » Location where horse is stabled (physical address)

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<sup>1</sup> 9 C.F.R. §11.14 and §11.16(c)

<sup>2</sup> Event information submitted 30 or 15 days before the event does not need to be sent again.

<sup>3</sup> Unless otherwise noted, address means street address or post office box number and zip code.



Information for each horse disqualified:

- » Name and any applicable registration name and number
- » Exhibition number and class number, or assigned sale number
- » Reason for the action