



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 emailed to you by Survey Monkey – complete 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 (\$30/judge) postmarked at least 45 days prior to the first show date..

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)
- _____ Gelding Status on certificate.
- _____ Stmt "Open to all exhibitors regardless of mental or physical abilities"
- _____ 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
 - _____ Email results for approved show program, **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 AMHA Approved Show Program is \$1.00 per horse/per
judge (Mark Anderson program)**
 - _____ Judges Evaluation reports from exhibitors (green) – (if any)
 - _____ Evaluation of Judge by Show Manager
 - _____ Youth and/or Amateur Applications with fees
 - _____ Height list with registered name and number of horse and back number,
Perm heights listed, and list signed by both show manager and measurer
 - _____ 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.**