



THE AMERICAN MINIATURE HORSE ASSOCIATION, INC.  
5601 S Interstate 35 W • Alvarado, Texas 76009  
(817) 783-5600 • FAX (817) 783-6403  
<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 & Show Manager must be a current AMHA member. Fair & Stock shows are exempt.**

\_\_\_\_\_ 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: **\$1.00 per horse/per judge for all shows. There is a \$200 surcharge if you don't use the AMHA Show Results Software.**
- \_\_\_\_\_ Judges Evaluation reports from exhibitors – (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, The height list must be signed by the Show Manager and measurer..
- \_\_\_\_\_ 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

**\*\*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.**