



AWARDS/RIBBONS/PRIZES CHECKLIST

Don't forget to pick up your gear at the Show Office at least 15-30 minutes from the beginning of your shift**

- *Box of Ribbons for the Ring*
- *Paper copy of the schedule for the day*
- *White board with wire to hang the Ribbons on*
- *White Board marker*
- *Paper pad and Pen (extra if needed)*
- *Bring Phone and charger for phone.*
- *Chair*

You are responsible for making sure the ribbons and prizes for each day are at the appropriate in-gate, organizing the ribbons, and taking photos of winners when needed.

- ☐ Hang the ribbons on the ribbon board for each class and make sure ribbons are handed out appropriately. Ribbons must be tracked as they are given out to eliminate people taking duplicates in error
- ☐ Make notes on the ribbon board with the white board markers or use the papers provided to the ingate by the office
- ☐ Replace ribbons on the board as each class is given out

****Special classes (Derbies, Classics, Mini-Prix's etc.) Must be presented in the ring to the riders with their horses****

- ☐ Take photos of winners when indicated following the criteria below, using the MHJA tablet provided or your phone (Please ensure that you have enough storage for all photos).
Photos must be taken by a sponsor jump

*****All winners of Specials, Hi-Points, and Champions***

☐ Use the jump for the sponsor of each class if possible as the backdrop for the photos. If not possible, please choose another pretty jump

☐ Send all photos to the social media chair – mhja.news@gmail.com

☐ **If working the Sunday a.m. shift for “Parade of Champions”** take photo of every Champion and Reserve Champion winner in-front of sponsor jumps

