

# THJA Show Secretary Checklist

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**After the show is over, the following show results need to be emailed to Ann Yaffe ([annyaffe@fighillfarm.com](mailto:annyaffe@fighillfarm.com)) to be received within 5 business days after the end of the show.**

- Numeric Running List
- Division Results
- Class Results
- Derby Declarations
- Horse or Member registrations received in show office (send by US mail)

**After the show is over, the following items need to be sent by PRIORITY MAIL to the THJA, c/o Ariana Pettigrew at 3299 6516 Colton Bluff Springs Rd, Austin, Tx 78744-7247 to be received within 5 business days after the end of the show.**

- THJA Post Competition Report with a check for the balance of fees if the show was not paid up front or the show ran longer than initially paid for.
- THJA Exhibitor Report