

THJA Show Secretary Checklist

After the show is over, the following show results need to be emailed to Ann Yaffe (annyaffe@thja.org) to be received within 5 business days after the end of the show.

- Numeric Running List (.pdf format)
- Division Results (.pdf format)
- Class Results (.pdf format)
- Derby Declarations (scanned pages or photo images)
- 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 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