

Attelage de Tradition Organizer's Checklist

Venue

Name of Venue _____

Name of Contact Person _____

Cell Phone _____

Email _____

Physical Address _____

Mailing Address _____

Website _____

Map of Grounds _____

Map/Directions _____

Contract

Date Received _____

Date Signed & Returned _____

Venue Requirements/Rules in Addition to Contract

Date Received _____

Insurance Requirements

Company _____

Contact Person _____

Phone _____

Email _____

Cost _____

Date Paid & Obtained _____

Security Requirements

Hours/Times of Coverage Required _____

Company _____

Contact Person _____

Cell Phone _____

Email _____

Cost _____

Veterinarian Requirements

On Site _____

On Stand-by _____

Name of Veterinarian Service _____

Contact Person _____

Cell Phone _____

Email _____

Farrier Requirements

One Site _____

On Stand-by _____

Contact Person _____

Cell Phone _____

Email _____

Cost _____



Attelage de Tradition Organizer's Checklist

Emergency Medical Services Requirements

One Site _____
On Stand-by _____
Contact Person _____
Cell Phone _____
Email _____
Cost _____

Caterer

Company _____
Contact Person _____
Phone _____
Email _____
Cost _____

Tents

Company _____
Contact Person _____
Phone _____
Email _____
Cost _____

Tables & Chairs

Company _____
Contact Person _____
Phone _____
Email _____
Cost _____

Golf Cars

Company _____
Contact Person _____
Phone _____
Email _____
Cost _____

Parking

Parking Areas for Trucks and Trailers _____

Camping Sites

Total Number _____
Water Hookups _____
Electrical Hookups/Amps _____
Venue Cost per Night _____
Show Cost per Night _____



Attelage de Tradition Organizer's Checklist

Restroom Facilities

Number/Location _____

Showers _____

Port-a-Potties Needed _____

How many _____

Cost _____

Placement Locations _____

Company Used _____

Contact Person _____

Cell Phone _____

Email _____

Date to be Delivered _____

Date to be Returned _____

Cleaning During Event

How many times _____

Cost _____

Host Hotels

Name of Hotel _____

Physical Address _____

Name of Contact Person _____

Cell Phone _____

Email _____

Rate _____

Website _____

Map of Grounds _____

Map/Directions _____

Name of Hotel _____

Physical Address _____

Name of Contact Person _____

Cell Phone _____

Email _____

Rate _____

Website _____

Map of Grounds _____

Map/Directions _____

Photographer

Company _____

Contact Person _____

Phone _____

Email _____

Cost _____



Attelage de Tradition Organizer's Checklist

Stabling

Number of Stalls _____
Number of Barns _____
Size of Stalls _____
Footing _____

Electricity at Stalls _____
Water Locations _____

Wash Racks _____

Shavings available for purchase on Site
Pre-Purchase & Delivered to Assigned Stalls _____
Purchase on Site _____
Venue Cost _____
Show Cost _____

Muck Buckets & Forks Available _____
Requirement for Stalls upon Leaving
Picked _____
Stripped _____
Show going to require a clean stall deposit _____

Emergency Owner Contact Information Stall Signage _____
Carriages Allowed in Barns _____



Attelage de Tradition Organizer's Checklist

Officials

Judges

President of the Jury AIAT-USA Level Rating _____

Name _____

Mailing Address _____

Cell Phone _____

Email _____

Emergency Contact Name & Info _____

Transportation & Costs _____

Lodging & Cost _____

Meal Costs _____

There is no judging fee in a CAT or CIAT.

Judge 2 AIAT-USA Level Rating _____

Name _____

Mailing Address _____

Cell Phone _____

Email _____

Emergency Contact Name & Info _____

Transportation & Costs _____

Lodging & Cost _____

Meal Costs _____

There is no judging fee in a CAT or CIAT.

Judge 3 AIAT-USA Level Rating _____

Name _____

Mailing Address _____

Cell Phone _____

Email _____

Emergency Contact Name & Info _____

Transportation & Costs _____

Lodging & Cost _____

Meal Costs _____

There is no judging fee in a CAT or CIAT.

Scribes for Judges

Judge 1 Scribe

Name _____

Mailing Address _____

Cell Phone _____

Email _____

Judge 2 Scribe

Name _____

Mailing Address _____

Cell Phone _____

Email _____

Judge 3 Scribe

Name _____

Mailing Address _____

Cell Phone _____

Email _____



Attelage de Tradition Organizer's Checklist

Technical Delegate

Technical Delegate AIAT-USA Approved _____
Name _____
Mailing Address _____
Cell Phone _____
Email _____
Emergency Contact Name & Info _____
Transportation & Costs _____
Lodging & Cost _____
Meal Costs _____
There is no TD fee in a CAT or CIAT.

Learner Judges to Shadow

Name _____
Mailing Address _____
Cell Phone _____
Email _____

Name _____
Mailing Address _____
Cell Phone _____
Email _____

Learner Technical Delegate(s) to Assist & Shadow

Name _____
Mailing Address _____
Cell Phone _____
Email _____

Name _____
Mailing Address _____
Cell Phone _____
Email _____

Scorer

Name _____
Mailing Address _____
Cell Phone _____
Email _____

Volunteers

Stabling Manager

Name _____
Mailing Address _____
Cell Phone _____
Email _____



Attelage de Tradition Organizer's Checklist

Volunteer Coordinator

Name _____
Mailing Address _____
Cell Phone _____
Email _____

Food & Beverage Coordinator

Name _____
Mailing Address _____
Cell Phone _____
Email _____

Rosettes/Ribbon & Awards Coordinator

Name _____
Mailing Address _____
Cell Phone _____
Email _____

Suggested Number of Volunteers

Please note that one person can cover different volunteer spots. As example, a stabling volunteer would be available for obstacles the next day, and then available for cones if done on a second day

Stabling – Manager + 2

Road Drive (Routier) PC's (Performance Challenges) – Minimum of 3 each

Cones Driving (Maniabilite) – Minimum of 5

Judges + 1

TD + 1

Check-In Desk – Show Organizer + 1

Parking & Camp Sites – 1

Score Runners – 2

General Runners – 2

Food & Beverages – Coordinator + 3



Attelage de Tradition Organizer's Checklist

Paperwork

Event Forms

CAA CAT & CIAT Guidelines 6 copies

Presentation Score Sheets

One set for each judge and learner judge

Coordinate with President of the Jury to see who will provide the copies.

Performance Challenge (PC) Score Sheets

Five for each PC

Coordinate with President of the Jury to see who will provide the copies.

Road Drive (Routier) Control Cards

To be provided to each competitor to keep with them during the Road Drive (Routier)
Sheets to be Cut in Half. One Half-Sheet per entry.

Road Drive (Routier) Time Sheets

To record competitor Road Drive (Routier) Start/Finish Times

Five for the Start of the Road Drive(Routier) + Five for the Finish (If separate)

Coordinate with President of the Jury to see who will provide the copies.

Road Drive (Routier) Time Worksheets

One set for the Scorer

Used calculate competitor penalties at the conclusion of the Road Drive (Routier)

Cones Driving (Maniabilite) Score Sheets

Three for each judge and learner judge

Coordinate with President of the Jury to see who will provide copies.

Carriage Measurement Sheets

Enough to record measurements for all entries.

Master Score Sheets

Coordinate with Scorer to see who will provide copies.

Organizer Forms

Entry Form – In addition to normal information be sure to include:

Horse's Breed and Sex

Division

Vehicle Description Form

Stalling Request (to be near another exhibitor)

Stall Assignment Form

Coggins/Health Certificate Checklist

Camper Site Checklist

Pre-Ordered Shavings Checklist

Master Vehicle Width Form

Meal Checklists

Rosette/Ribbon Checklist

Awards Checklist

Exhibitor Welcome Bag Checklist (if providing)

Master Volunteer List

Master Officials List

Master Exhibitors List with Competition Number & Division



Attelage de Tradition Organizer's Checklist

Materials & Supplies

Office Supplies

Tables & Chairs
Laptop/Computer
Printer
Calculator
Pencils, Pens, Markers
Pads of Paper
Printer Paper
Legal-Sized Paper for Final Score Sheets
Paperclips, Thumbtacks, Safety Pins
Stapler & Staples
Scissors
Tape & Duct Tape
Wastebasket
File Box for Exhibitor Packets
Clipboards - Check-In, Stabling Manager, Scorer
Tissues & Paper Towels
Ice Chest
First Aid Kit (small)
Measuring Tape
Zip Ties
Site Maps

Equipment

Golf Cars – TD, Runners, Organizer
PA System

Event Materials

Competitor Numbers
Central Location Bulletin Board
Chairs for officials & volunteers at Presentation, PCs,
and Cone Driving
Radios (Phones with event specific number for texts)
Clipboards - Judges, Scribes, Learner Judges, TD,
Each PC
Measuring Tape for Vehicle Width
Ice Chests
Water

Coordinate with Technical Delegate

Timers and/or Stop Watches (Phones could be a
backup)
Measuring Sticks for Carriages
Measuring Sticks for Cones
Measuring Wheel or other method for measuring
Road Drive course
Items for specific PCs
Chalk Liner and Chalk
Ground Spray Paint
Cones – Balls – Numbers
Directional Arrows for Road Drive
Signage for Road Drive
Stakes
Heavy Duty Stapler
Hammer

