



Sanctioned Event Checklist

Here is a list of important documents you are as the organizer required to send us before / after your event has successfully run. Please deliver post event information within 30 days.

- ✓ **Before:** Show Bill/Prize List which includes the names of officials and levels offered. We will post this and other information you send us about your event on our website.
- ✓ **Before:** Certificate of Insurance naming MSEDA as additionally insured.
- ✓ **After:** Complete results from your competition including all riders and horses and not just members. Points are awarded based on total entries in each class.
- ✓ **After:** Complete list of all volunteers along with the number of hours they worked at your event. This list is used to present prizes to top volunteers each season and should not be overlooked. Format should be Word, Excel file with just first name, last name, and total number of hours. Volunteers do not need to be a member to qualify for prizes.
- ✓ **After:** TD Reports are sent directly to MSEDA and you as the organizer by the TD.

Remember to sanction early so MSEDA members can put your event on their calendar for next year.

Send documents to theadmin@mseda.org or mail to: MSEDA, PO Box 338, Georgetown, KY 40324

Sign up or renew your MSEDA membership at <https://mseda.org/membership>