

EVENT RALLY ORGANIZERS VET BOX CHECKLIST

6 -8 WEEKS OUT

- _____ DETERMINE / SCHEDULE WATER SOURCE
- _____ SCHEDULE VETERINARIAN
- _____ DETERMINE VET BOX LOCATION
 - _____ VIEW OF FINISH
 - _____ GOOD FOOTING
 - _____ SHADE
- _____ SCHEDULE VOLUNTEERS
 - _____ VET BOX SECRETARY
 - _____ OTHER
 - _____ OTHER
- _____ ARRANGE EQUIPMENT TRANSPORTATION BETWEEN VET BOX AND BARN IF NEEDED

THE WEEK BEFORE

- _____ MOW VET BOX
- _____ CONFIRM VET AND VOLUNTEERS
- _____ CONFIRM WATER
- _____ ROPE OFF VET BOX
- _____ ASSEMBLE SUPPLIES
 - _____ CANOPY / TENT
 - _____ TABLE AND CHAIRS
 - _____ MUCK TOOLS
 - _____ HUMAN AND EQUINE FIRST AID
 - _____ CLIPBOARDS
 - _____ PENS AND PENCILS
 - _____ LARGE CLOCK WITH SECOND HAND
 - _____ HM FORMS - PRINT
 - _____ COOLERS
 - _____ HUMAN DRINKS AND SNACKS

DAY OF COMPETITION

- _____ PLACE SUPPLIES IN VET BOX
- _____ BUY ICE AND PLACE IN COOLERS