

RIDE MANAGER TIME LINE

Page 1 of 2											
	12mos.	11mos.	10mos.	9mos.	8mos.	7mos.	6mos.	5mos	4mos	3mos.	
Determine Ride Date	X										
Determine Ride Location	X										
Sanction Request to NATRC	X										
Submit Approval to Park or property owner(s)		X									
Secure Ride Manager		X									
Secure Ride Secretary		X									
Secure Vet Judge(s)		X									
Secure Horsemanship Judge(s)		X									
Secure Rules Interpreter		X									
Prepare Budget determine ride costs		X									
Develop Volunteer List & Chair			X								
Send Letters to sponsors			X								
Request mail labels/Region					X						
Send Advertisement to magazines					X						
Locate Caterer, if app.						X					
Secure Food Chair						X					
Secure Raffle Chair						X					
Order Ribbons/Awards						X					
Prepare Entry Form							X				
Prepare Liability waivers							X				
Send Forms to National for approval							X				
Secure Drag Riders							X				
Secure Point Riders							X				
Time and Map Trail							X			recheck timing	
Prepare Information Sheet								X			
Secure P&R coordinator/teams								X			
Locate on-call farrier								X			
locate on-call vet								X			
Purchase clerical supplies								X			
Start getting raffle items								X			
Buy raffle tickets								X			
Buy meal tickets or make								X			
Page 2 of 2											
	12mos	11mos	10mos	9mos	8mos	7mos	6mos	5mos	4mos	3mos	
Make Judges Binders								X			
Purchase tableware for meals								X			
# tables & locate								X			
Order portable toilets								X			
Arrange for Horse Water in camp									X		
Arrange for horse water on trail									X		
Mail entries									X		
Send Rules Interpreter Report forms to steward									X		
Buy Ride Insurance										X	
Mail Drug registration to Gov.										X	

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agency											
Send Ride Progress Report											
Borrow water tubs for horses											
in camp/on trail											

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Order lunches for workers										
Make/Prepare Rider Packets										
Make Halter/Bridle/Trailer Tags										
Prepare Breed Certificates,if app										
Make road marking signs										
Purchase non-perishable food										
Name tags for volunteers										
Post signs on trails used										
Purchase Perishable Foods										
Get change (\$) for raffle tix and pinney refunds										
Pack Supplies										



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X				
	X			

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		X		
		X		
		X		
		X		
		X		
		X		
		X		
			X	
			X	
			X	
			X	