

# Spring Fair Preparation (March – May)

1. Track membership applications and the Matching Funds Grant applications are due to the USTA office. Applications may also be due to your state racing commission or horsemen's group.

2. Have your track contracts been received back?

*Received?*

*Name*

<input type="checkbox"/> Ambulance	_____
<input type="checkbox"/> Starting Gate	_____
<input type="checkbox"/> Photo Finish	_____
<input type="checkbox"/> Pari-Mutuels	_____
<input type="checkbox"/> Presiding Judge	_____
<input type="checkbox"/> Charter	_____
<input type="checkbox"/> Clerk	_____
<input type="checkbox"/> Announcer	_____
<input type="checkbox"/> Veterinarian	_____
<input type="checkbox"/> Programs	_____

3. Have at least one representative from your fair attend a local fair and/or officials seminar, usually co-hosted by a state horsemen's association and the USTA.

4. Your race sponsorship team should be sending out solicitations and contracts for: race (blanket) sponsorship, program ads and door prizes. Some examples are:

Gas cards from local stations

Local pet supply stores (ads or coupons for door prizes)

Local restaurant (ads and/or gift certificates)

5. Obtain race day on-track insurance.

6. Make contact with local media outlets. Take them out for lunch or invite to the track to jog a horse pre-fair. Connect with them before you need them!

7. Set your ad schedule with newspapers, radio, tv, etc.

8. Check out race office, judge's stand, mutuel windows (if applicable) and photo finish area to make sure nothing needs to be fixed or replaced (light bulbs, windows, clear debris); ensure phones are in working order.

9. Host a volunteer day with your local horsemen to plant flowers around the barn area, paint the barns, clean out stalls, etc.