

Winter Fair Preparation (Dec - March)

1. Attend fall/winter horsemen's association, USTA District and/or fair board meetings to establish race dates. Notify circuit secretaries, state horsemen's association and USTA (via track membership application) with your fair racing dates, as well as your fair secretary for your fair book.

2. Review all contracts to make sure they have been sent or received, these would include:

<i>Sent?</i>	<i>Name</i>
<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"/> Program Director	_____
<input type="checkbox"/> Announcer	_____
<input type="checkbox"/> Veterinarian (Lasix)	_____
<input type="checkbox"/> Veterinarian (Blood)	_____

3. Set a Speed Committee meeting to review all contracts and identify all other personnel:

Associate Judges (2)	1) _____
	2) _____
Timers (3)	1) _____
	2) _____
	3) _____
Out Rider	_____
Track Man	_____
Any Others	1) _____
	2) _____

4. Gather a publicity team to work on getting a:

- Color Commentator in Grandstand (or will the contracted Announcer ad lib?)
- Publicity Point Person to Write Press Releases, Contact Local Media
- Track Photographer, for Winner's Circle Photos and to Send to Media
- Grandstand Help for Door Prizes, Give-A-Ways, etc.
- Race Sponsorship Solicitation and Implementation Team

5. Apply for the USTA's Matching Funds Grant. Applications will be available in February.