

Event Checklist for EqMICs  
Version 1.0 June 14, 2007

Well in advance of the event:

- ✓ Visit the site
  - determine competition area, camping/stabling areas, trailer parking area
  - verify availability of water for horses
  - determine what site owner wishes done with manure
  - if the site is regularly used for SCA equestrian events, simply verify the layout with the autocrat.
- ✓ Verify that the autocrat has activated the equestrian insurance rider and get a copy of it to submit with your report
- ✓ Get the phone number of at least one equine vet local to the site.
- ✓ Design the games or consult with the person who is doing the design.
- ✓ Track down, make, or have printed appropriate state-specific signs.

Bring with you to the event:

- ✓ Local vet's phone number
- ✓ State-specific waivers
- ✓ State-specific signs (one for stabling area, one for competition area)
- ✓ Authorization forms
- ✓ At least one copy of the East Kingdom equestrian rulebook
- ✓ The home/cell phone number of the regional marshal or the KEO
- ✓ A copy of the current rider roster

At the event:

- ✓ Ensure that the travel papers for each horse are in order.
- ✓ Collect contact information and emergency planning from any horse owner traveling alone.
- ✓ Post signs at appropriate locations
- ✓ Ensure all participants (riders, marshals, and ground crew) sign state-specific waiver.
- ✓ Supervise the games and horses areas.

After the event:

- ✓ Submit event report within 10 days to regional marshal and KEO
  - include waivers, authorization forms, copy of insurance rider