Tasks that are needing to be completed:

**Rake Arena Dirt INTO the arena between the Fence Posts** - All around Ring A, rake the dirt that is between the Posts into the arena.

**Items you need to bring** – Gloves, Bow Rake,

**Items that will be provided** – There is one Bow Rake there currently.

**THIS WOULD NEED TO BE FINISHED PRIOR TO FRIDAY, JUNE 3RD SO THE DIRT CAN BE MIXED INTO THE ARENA BY THE TRACTOR.**

**Rake up any shavings/ evening out stall flooring in Barn 10** - All the slat stalls will be assembled later in the week. Before assembly, it is much easier to remove any excess shavings that have been missed, and even out the stall floors by raking any flooring that has banked up where the stall divides typically are. Excess shavings can be put in the manure area behind barn 10

**Items you need to bring** – Gloves, Bow Rake, Shovel, wheelbarrow or muck bucket.

**Canopy Pieces taken to the barn loft** - On the picnic table are some ties that were drying and a bucket that they go into. Next to the red shed in the grassy area are a handful of poles for the canopy. Please take these items to the barn and place them into the loft area.

**Items you need to bring** – Gloves

**Drain at Northwest corner of Low Building Cleaned out**- At the northwest corner of the Low Building is a downspout that drains into a drain in the ground. The top of that drain can be removed, and the gravel inside that drain needs to be removed to allow for more water to go into the drain. Gravel that is shoveled out of the drain can be spread in the driveway area between the building and the red shed in the grassy area.

**Items you need to bring** – Gloves, hand shovel, shovel

**Trash Pick-up**- All around the horse areas, arena, inside of Barn 10, under the farrier shed, along the woods, around the show office, in the grassy areas. All trash may be thrown into the dumpster under the overhang. Inside the barn is the old sign that used to hang along the woods for photos, it can be folded up and placed in the dumpster as well. Please check all trash barrels, and dump them if needed.

Put NEW trash bags into the trash barrels and turn them UPSIDE DOWN so they are ready to go for the next event.

**Items you need to bring** – Gloves

**Items that will be provided** - Trash bags

**Red Barrels Moved** – In front of the Shed that is in the grassy area are some red barrels. They need to be relocated to the East side of the Show Office in the gravel beds under the windows of the show office.

**Pavilion Set Up** – The debris need to be swept out from under the bleachers and across the cement. The tables need to be moved out from the wall and set up. Tables will also need to be hosed/wiped down.

**Items you need to bring** – Gloves. Hose, Hose Nozzle (if spraying down the tables), Rags, Cleaner.

**Items that will be provided** - Trash bags, Brooms, Dust Pan.

**Debris and weeds removed from the North side of the Low Building** – Anything that is trash can be disposed of. Miscellaneous items can be NEATLY organized along the wall for removal. All weeds along the building can be pulled.

**Items you need to bring** – Gloves, bucket

**Items that will be provided** - Trash bags

**Finishing of Kitchen Cleaning** – There is one cupboard left that needs cleaning in the kitchen.

**Items you need to bring** – Gloves, Rags, Cleaner, Bucket

**Items that will be provided** - Trash bags, Brooms, Dust Pan.

**Putting information on Display Sign**  – The sign above the window in the Show Office needs to be updated with this year's dates and judges, etc.

**Items you need to bring** – Drill or screw Driver (phillips head) Step Ladder

**Items that will be provided** – Letters and information needing to be displayed.

**Setting up Cross Tie areas**  – There are two areas in the barn where there are cross ties, some hangers, etc being hung.

**Items you need to bring** – Gloves. Drill, Pencil, Drill Bits, Measuring Tape, Hammer

**Items that will be provided** – Screws, Hardware to hang items, items to be hung.

**Dirt along the woods and around the back of the barn** – The maintenance crew is working at regrading this area, but any spots that produce a safety risk to human/horse that may walk in that area can be raked and evened out.

**Items you need to bring** – Gloves. Shovel, bow rake, hand cultivator

**FRIDAY, JUNE 3RD 6:30PM Dressage Ring Set Up** – The dressage ring and the dressage letters from inside the equipment shed need to be brought down to Ring A and assembled.

**Items you need to bring** – Gloves, A TRUCK.

**Items that will be provided** – Sara J will be there to help with assisting those who are there.

**THIS CANNOT BE STARTED UNTIL THE ARENA IS PREPPED!**