

RODEO CHECK-OFF LIST

Treasurer

Check-Off	Item	Comments
	Assistant(s):	
	Duties & Requirements - Hotel:	
	Duties & Requirements - Rodeo:	
	Budget:	
	Hotel:	
	Rodeo:	
	Petty Cash Requirements:	
	Hotel:	
	Rodeo:	
	Barn Manager:	
	Parking:	
	Cash Box Requirements:	
	Hotel:	
	Rodeo:	
	Barn Manager:	
	Cash Register Requirements:	
	Hotel:	
	Rodeo:	
	Other Electrical Needs:	
	Overflow Hotel:	
	Rate:	
	Reservations Number:	
	Hotel Vendors:	
	Cash Drop Box:	
	Security/Escort:	
	Checks:	
	Check Request Forms:	
	Cash Receipt Books:	
	Deposit/Withdrawal Slips:	
	Hand Stamps	
	Wristbands:	

