RODEO CHECK-OFF LIST

Vendors

Check-Off	Item	Comments
	Coordinator/Director:	
	Assistant(s):	
	Rates & Policies Established:	
	Vendor Marketing Plan:	
	Vendor Layout:	
	Host Hotel:	
	Rodeo Facility/Grounds:	
	Permits:	
	Fee Collection Procedures:	
	Tax Collection Procedures:	
	Vendor Security:	
	Vendor Set-up Requirements:	
	Host Hotel:	
	Tents:	
	Table:	
	Chairs:	
	Electrical:	
	Special Needs:	
	Special Needs:	
	Rodeo Facility/Grounds:	
	Table:	
	Chairs:	
	Electrical:	
	Special Needs:	
	Special Needs:	
	Set-up:	
	Host Hotel:	
	Rodeo Facility/Grounds:	
	Breakdown & Clean-up:	
	Host Hotel:	
	Rodeo Facility/Grounds:	
	Follow-up Thank You's:	
	Email:	
	Letter:	
	Phone:	
	Other Issues:	