



# End of Show Producer Check List

## 1. Financial Summary Report for your show, example below. (Sort and Pen Software Version 2.3)

```
Time: 8:02 AM Sort and Pen America Software, Version 2.3 Page 1
Copyright (C) 2014-2016 by Charlie Horse Ranch Timing Systems, Inc.
Producer:
Contact:
Arena:
Financial Summary Report for
Total Show
Team Rides in This Show: 166, Riders in This Show: 39
Jackpot Fees Collected: $
Added Money Collected: $
Camping Fees Collected: $
Stall Fees Collected: $
Association Collected: $
Producer Fees Collected: $
Member Fees Collected: $
Total Fees Collected: $
Jackpots Paid Out: - $
Association Fees: - $
Net Income: $
```

## 2. RSTPA Standings Report, example below.

**\*\*\* Please note if you run a Youth or Masters Class, these points cannot be combined with your Total Points list, we will need a separate Youth Class Standings Report, please list if youth riders are Jr Youth (age 12 & under) or Sr Youth (13-16 years of age) on your report. We will also need a separate Master Class Report.\*\*\***

```
Time: 3:36 PM Sort and Pen America Software, Version 2.3 Page 1
Copyright (C) 2014-2016 by Charlie Horse Ranch Timing Systems, Inc.
Producer:
Contact:
Arena:
Standings on 03/02/18
Last Name First Name Rate Teams Points Money Earned Money Spent
```

## 3. New Membership Forms sent to RSTPA Office

4. You may e-mail Financial Sheet, RSTPA Standings Report and New Membership Forms to

[rstpaoffice@yahoo.com](mailto:rstpaoffice@yahoo.com).

5. Please mail a check payable to RSTPA with a copy of your Financial Sheet.

***If RSTPA does not receive requested results, fees collected from the contestant (\$2 per contestant/per ride & new membership fees), contestant information and memberships within 10 days of the show, Producer will be fined \$50.00 per day. Any returned checks will be charged a \$50.00 returned check fee.***