

**While we thank you for your time volunteering to do this task of announcing to the riders and spectators, it is appreciated. In order to have a more uniform and professional way of announcing, we have put together a list of things that need to be said when announcing and things not to be announced.**

1. No smoking in the entry booth.
2. Speak clearly and slowly.
3. Positive and Energetic voices are great to hear.
4. Please try to keep background conversations silent during announcing.
5. When calling in riders, use their back number only. Do not use their name, or their horses name.
6. Hold off from any announcing, during a rider's pattern, examples of this would be a barrels, poles, jumping, reining, etc. The exception is to excuse a rider when they are dismissed or disqualified. Calling in the next rider can be done when their ride is finished and they're exiting the ring.
7. Refrain from any personal talk over the speakers. Please call or text any friends or family with anything you would like to say to them privately.
8. Keep announcements short and to the point.
9. Encouraging any riders over the speaker is prohibited to keep it fair for everyone.

**Thank you for taking your time to spend it in this announcer's booth. It's not unnoticed and it is appreciated. After all, it is the best seat in the house!**

**Thank you,**

**Champaign County Horse Show Committee**