

WTBOA Consignor and Agent Checklist 2023

If you have any questions, please contact Susan van Dyke, WTBOA Sales Administration, (253) 288-7896 or e-mail sue@washingonthoroughbred.com.

- [] **Fri., March 24** – “Early Bird” deadline for nominations to Summer Yearling Session of August sale.
- [] **Fri., April 28** – Final deadline for nominations to Summer Yearling Session of August sale.
- [] **Mon., May 15** – Deadline for Mixed Session entries into August sale.
- [] **Fri., June 2** – Deadline for final entry fee (\$325) for yearlings nominated to Summer Yearling Session.
- [] **Fri., July 7** – Deadline for stall card waivers to be in Sales Office.
- [] **Wed., July 26** – Deadline for Paddock Session entries to August sale.
- [] **Tues., August 8** – *Deadline for all The Jockey Club Certificates of Registration to be received by (paper document) or digitally assigned (electronic certificate) to the WTBOA Sales Office.
- [] **Tues., August 8** – *Deadline for negative Coggins certificates to WTBOA Sales Office.
Note: If coming from out of state and you require a Coggins for shipping, a legible copy of the Coggins must be in the Sales Office by the August 4 date and original Coggins must be handed into the Sales Office upon arrival at sales grounds.
- [] **Tues., August 8** – *Deadline for Colt/Ridgeling status reports to WTBOA Sales Office.
- [] **Wed., August 9** – Earliest date Broodmare/Broodmare Prospect status reports may be done.
Note: Once pregnancy is confirmed, consignor must expedite the service certificate to Sales Office.
- [] **Mon., August 14** – Deadline to submit sale horse photos and videos for WTBOA website, Xcira online bidding platform and Equineline Ipad app. *Note: Photos submitted past this deadline through Saturday, August 12, will be posted at a cost of \$25 per photo, unless you are a display advertiser in the e-newsletter or the sales catalog. No photos will be posted online after the August 19 deadline.*
- [] **Thurs., August 17** – Barns open for dropping off equipment.
- [] **Fri.-Sat., August 18-19** – Stalls ready for horse occupancy. Horses arrive.
- [] **Fri.-Sun., August 18-20** – *Out-of-state brand inspections, where applicable, due in Sales Office upon arrival at sales grounds.
- [] **Sun., August 20, 9 am** – All horses available for viewing (including Paddock session entries). Any horse shown before Sun., August 20, is shown at one's own risk.
- [] **Sun., August 20 12 noon** – *All Paddock session horse paperwork due in WTBOA Sales Office.
- [] **Mon., August 21** – *Deadline for Broodmare/Broodmare Prospect status reports due in WTBOA Sales Office.
- [] **Mon., August 21, 3 pm** – Deadline for any last minute catalog corrections, additions or changes (must be turned into Sales Office).
- [] **Tues., August 22, 12 noon** – Deadline for sale reserves (must be written) to be turned in to Office Manager Melissa Wenzel.
- [] **Tues., August 22, 1 pm** – WTBOA Summer Yearling and Mixed Sale starts.
- [] **Wed., August 23, through 2 pm** – Consignors responsible for care of sales horses.

**** All August document/report deadlines will be strictly enforced with a \$50 penalty for each late document.***