

WTBOA Consignor and Agent Checklist 2025 If you have any questions, please contact Shannon Larson, WTBOA Staff, (253) 288-7878\_ or e-mail [maindesk@wtboa.com](mailto:maindesk@wtboa.com).

### **2025 WTBOA Sale Consignor Checklist**

- ☐ **Wed., February 12** – Earliest date a qualifying Coggins may be drawn for any horse in the sale.
- ☐ Sat. , March 22 – “Early Bird” deadline for nominations to Summer Yearling Session of August sale.
- ☐ Fri., May 2 – Final deadline for nominations to Summer Yearling Session of August sale.
- ☐ Sat. , May 13 – Deadline for Mixed Session entries into August sale.
- ☐ Mon. , May 31 – Deadline for final entry fee (\$475) for yearlings nominated to Summer Yearling Session.
- ☐ Mon. , July 7 – Deadline for stall card waivers to be in Sales Office.
- ☐ Thurs. , July 24 – Deadline for Paddock Session entries to August sale.
- ☐ Wed. , August 6 – \*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.
- ☐ Wed. , August 6 – \*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 2 date and original Coggins must be handed into the Sales Office upon arrival at sales grounds.
- ☐ Wed. , August 6 – \*Deadline for Colt/Ridgeling status reports to WTBOA Sales Office.
- ☐ Thurs. , August 7 – Earliest date Broodmare/Broodmare Prospect status reports may be done. Note: Once pregnancy is confirmed, consignor must expedite the service certificate to Sales Office.
- ☐ Tues. , August 12 – 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 16, 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 17 deadline.
- ☐ Thurs., August 21 – Barns open for dropping off equipment.
- ☐ Fri.-Sat., August 22-23 – Stalls ready for horse occupancy. Horses arrive.

- ☐ Fri.-Sun., August 22-24 – \*Out-of-state brand inspections, where applicable, due in Sales Office upon arrival at sales grounds.
- ☐ Sun., August 24, 9 am – All horses available for viewing (including Paddock session entries). Any horse shown before Sun., August 24 is shown at one's own risk.
- ☐ Sun., August 24 12 noon – \*All Paddock session horse paperwork due in WTBOA Sales Office.
- ☐ Mon., August 25 – \*Deadline for Broodmare/Broodmare Prospect status reports due in WTBOA Sales Office.
- ☐ Mon., August 25, 3 pm – Deadline for any last minute catalog corrections, additions or changes (must be turned into Sales Office).
- ☐ Tues., August 26, 12 noon – Deadline for sale reserves (must be written) to be turned in to General Manager Deborah Price.
- ☐ Tues., August 26, 1 pm – WTBOA Summer Yearling and Mixed Sale starts.
- ☐ Wed., August 27, 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**