

shetland Sheepdog Club



of Greater Detroit

# Putting on a Fall Specialty

Compiled 9/98

Please return this notebook to the Club's Historian, Priscilla Gardner, when you present your final report to the Club.

# **Show Chairperson Introduction**

So, you are the Chairperson for the Fall Specialty. Congratulations. This can be a very rewarding and good experience or nerve racking. Don't let this notebook frighten you, it was compiled to make your life easier, so lets get started.

You will find a section for each or the chairpersons in this notebook. In each section is a job description that you will need to go over with the assigned person. Also included in each section are forms that either need to be completed and turned in to you at the end of the show, or forms to make each job easier. That the end of your show collect any comments or suggestions from you chairpersons on how their job could be made easier. Please turn these comments and the notebook into Priscilla so the notebook can be updated and handed over to the next Show Chairperson

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2. Show Secretary (this person can not show at the show)
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6. Raffle Chairperson
7. Chief Ring Steward.
8. Luncheon Chairperson
9. Catalog Advertising

## ***SHOW CHAIRPERSON'S/CO-CHAIRPERSON'S DUTIES***

You are the backbone of a successful Fall Specialty. It is up to you to make sure everything runs smoothly. Done correctly you can even show at the specialty. If you decide to work with a Co-Chair the two of you should meet before the entire show committee meets so that you can divide the responsibilities. This will help to save time and confusion at the first meeting.

1. You should have already found volunteers for the chairperson positions listed on the introduction page.
2. First thing you need to do is confirm that the show site has been reserved. Before you do this you and the show committee and the Club's board need to decide if there will be an event on Sunday, the day after the Specialty. Talk to Gene Foley, he is the one that makes the arrangements for the show grounds, let him know if you will need the fairgrounds for Saturday and Sunday or just Saturday. His phone number is 810/727-4041.
3. You need to contact the Raffle Chairperson shortly after the last specialty and discuss who to contact for donations, don't forget to ask club members. Most letters to potential donor companies need to be made no later than January 1st of the next year. The Club's stationary needs to be obtained so letters can be written, as either the corresponding secretary or the Club's historian Priscilla Gardner, Priscilla is the one that usually updates the stationary.
4. Meet with each of the chairpersons, either individually or as a group. You should handout their individual job assignments and dates should be set for other meetings. At the first meeting or any of the meetings you can ask a chairperson from the past Specialty to attend so any questions or suggestions can be made. These meetings or phone calls should be made more often as the show date draws nearer.

A. Make sure that you get a list of the people that are helping each of your chairpersons, so that after the show you can send thank-you notes. This also help know what is going on. Inform you chairpersons that they should not be paying for anything out of their own pocket. If they want to that is fine but you need to know so that it can be noted and listed as a donation. This means that the chairpersons should not be paying for gas, etc., for people working with them.

B. Any person that pays or buys things for the specialty must have a receipt and it must be attached to the Club's Request For Payment of Bill form (exceptions are for the show site rental, table rental, however the receipts need to be turned in to the Treasurer) The airfare tickets may be made by a club member if so the same applies, or if the travel agencies is willing they can send the bill directly to the Treasurer for payment.

### **A list of your responsibilities.**

1. Make sure show site has been reserved.
2. Get show information to the ASSA Bulletin Board and ask any of the Clubs in Region 4 if they would be willing to exchange ads for upcoming specialties.
3. Organize a set up and clean up group.

- 4 Contact MB-F, Inc. Madison Heights, 248-588-5000 for a contract to provide mats and gating for our show
- 5 You will also need to get a photographer for the show. Check with Anita Paull, or Booth Photography, P.O. Box 308, Williamston, MI 48895, or Deb Foley
6. As the show date approaches you will need to contact Gene Foley to arrange for a time on the day before the show to set everything up, rings, secretary's table, trophy tables, food and raffle tables. Gene has the keys to the fair grounds. Also contact all your chairperson to let them know when the building will be open to set up.
- 7 Send out responsibility check list to all people involved with the show.
- 8 You will need to make arrangements to have direction signs put up along the route. Those coming to set up can be given signs to up when they come.
- 9 Jobs for clean up after show need to be assigned you should have about 5-6 people for this and make sure they know what they are to do and when. The mats will need to be swept off before Mark and his crew can roll them up. The entire building needs to be cleaned and the waste barrel set out side for the fairground crew to pick up and empty. The raffle, luncheon chairpersons should make sure that their areas are cleaned and anything they attached to the walls are taken down. The Show Secretary needs to take care of his/her area. If everything comes together this should not take more than 45 min.
- 10 The day of the set-up, make sure the wickets and placement markers are at the show site. The vice-president should have them.
- 11 Post-Show Dinner. Reservations need to be made at a place not too far from the show site.
12. A show report is due at the next club meeting after the Specialty. Make sure that before this time you receive reports and receipts, etc.. from your chairperson.
- 13 Submit all your expenses and any turned in to you by your committee members for the show on the Request for Payment of Bill(s) form to the Club's treasurer. If you don't have one obtain one from either the treasurer or financial secretary, no bills will be paid with out this form and all receipts.
- 14 Have the corresponding secretary send a marked catalog to the ASSA historian, also give a marked copy to the Club's historian
- 15 Give any left over trophies to the vice-president and any sweeps money to the financial secretary.
- 16 Return this book along with any updates or comments made by you or any member of your committees regarding this book to the club historian, Priscilla Gardner.

Good Luck. Read over all the duties and responsibilities of your chairpersons before you give them copies. *All pages in this notebook are permanent and should remain in the notebook. You will need to make copies of each section to give to the appropriate person.*

**Make sure you take this notebook to the show as you may need to refer to it at the show.**

**FORMS YOU WILL NEED TO HAVE**

|   |           |
|---|-----------|
| Specialty Show Worksheet                                  | example 1 |
| Request for payment of Bill                               | example 2 |
| AKC Events Plans Department                               | example 3 |
| Judges Misconduct Guidelines                              | example 4 |
| Dealing with Misconduct                                   | example 5 |
| Participation in Conformation Events by Disabled Handlers | example 6 |
| Videotaping/Televising Guidelines                         | example 7 |
| Specialty Highlights                                      | example 8 |
| AKC Weekend Club Hotline                                  | example 9 |

**SHOW SECRETARY**

Thank you for agreeing to be the Show Secretary for this show. Please remember that you can not show nor can anyone you co-own a dog with. This job is not as easy as you might first think. If you have a computer at home this will help a lot. There isn't much to do until close to the show entry deadline. The premiums are usually sent out by the Pam Moore. In order for Pam to send the premium out you will need to do the following before the July 1.

**You are not doing this by yourself Pam Moore(517/569-2023) is the expert at this and can answer any questions you may have, you can also contact Priscilla Gardner (517/675-5444).**

- 1 Get a list of trophies to be offered at the show from the Trophy chairperson, and get this information to Pam Moore.
- 2 Check with the Show chairperson and Pam Moore to determine the percentage of sweeps monies to be offered and the entry amounts for sweeps, conformation, obedience, junior handling, and non regular classes. (See example) The club can not retain more than 35%.
- 3 Keep in touch with Pam in case she needs help getting the premium out. NOTE: As of September 23, 1998, on the reverse side of the Official American Kennel Club Entry Form, the following new second sentence is to be inserted in the section labeled "AGREEMENT": "I (we) agree to hold the AKC and any AKC judge harmless from any legal claim resulting from said AKC judge's action under the AKC Rules, Regulations and Guideline."

The section will now start as follows: “I (we) acknowledge that the “Rules Applying to Dog Shows” and the “Rules Applying to Registration and Discipline” and, if this entry is for an obedience trial the “Obedience Regulations,” have been made available to me (us), and that I am familiar with their contents. I (we) agree to hold the AKC and any AKC approved judge harmless from any legal claim resulting from said AKC judge’s action under the Rules, Regulations and Guidelines. I (we) agree that the club holding this show or obedience trial has the right to refuse this entry for cause which the club shall deem to be sufficient.....

Now you wait until the show entry deadline. Most of the entries will come within two days of closing. While you are waiting decide how you want to do the entry confirmations and the catalog. Marie Vihonsky has donated a software for this purpose, or you can use a spreadsheet and WordPerfect 8. Check both methods out and use whichever one will work best for you. Pam has a copy of Marie’s software, WordPerfect 8, you may already have. You will need to do the following whichever way you decide on.

1. Enter the following information. Dog’s registered name (include AKC titles only), birth date, registration number, breeder, sire, dam, owner, agent if any and class and the owner/agent address and phone number. The order in which you enter this information will depend on which method you have chosen to use. (See sheet for class codes)
2. Make entry confirmation to be mailed to owner and agent. The confirmation should include the date of the show and the times, the show site and directions to the show site, number of dogs entered. The above mentioned information in 1 for the owner/agent to check for errors. You will not be able to mail the confirmation notices out until after the deadline. These should be mailed out no later than two weeks before the show date any holiday or possible mail delay should be taken into consideration. (See example) Show time will be determined on the entry. (Check with Pam or Priscilla for possible starting times) Use the regulations below to help determine the starting times.
  - A. Conformation judges can judge up to 25 dogs an hour (both sweeps and regular classes)
  - B. Obedience judges can judge up to 8 dog for Novice A and B, 7 dogs for Open A and B, and 6 dogs for Utility A and B per hour.
  - C. The lunch hour should be the same for conformation and obedience. This will help to insure that everyone has an equal chance at food for lunch.
3. Call M-B and order ribbons and rosettes, 800-334-0813. You will need to order ribbons for sweeps, conformation, obedience and parade of champions (these ribbons will need to have each dogs titles and registration name printed on them) order enough ribbons to cover each class. You will also need to order judges books and armbands. (See order form) The people at Moss-Bow are very friendly and helpful, don ‘t be afraid to ask them any question.
4. Now you will need to do the catalog. You will need to contact the Trophy Chairperson for the list of trophies and the donors names to be listed in the catalog. At this time you will also need to let the Trophy Chairperson know how many dogs are in each class so he/she can order the right amount of prizes (this helps to keep the costs down, buy ordering the correct amounts). Also contact the person in charge of catalog advertisements . If you have WordPerfect8 contact Priscilla for a disk of the last catalog, then you wont’ have to type all the AKC required wording in. All you will need to do is change the dates. (See catalog example). If you don’t have WordPerfect8 you may already be using Marie Vihonsky’s show software.

5. You now need to keep track of the pre-ordered catalogs. Order enough catalogs to cover pre-ordered catalogs, each owner or agent , advertisers and donors that are out of state, 2 for ASSA, 1 for the Club's history (this should be a totally marked catalog), 2 for AKC. Total may be around 70. The catalogs should pay for themselves.
6. Make sure that you get receipts for everything you buy, keep track of all your costs, and submit your bills to the Club treasurer in a timely fashion. Keep track of all costs, etc. as you will need to turn in a final report to the Show Chairperson at the end of the show. (See #10 for instructions)
7. The day of the show make sure you take all the paper work and entries with you in case of any questions. You will also be in charge of selling catalogs, making sure that those who pre-ordered get their catalogs and that any one that advertised gets a copy of the catalog, you probably will also be in charge of selling the calendars. **Make sure you have \$100 in small bills as start up money for the day. You are also responsible for the sweepstakes money, you will need to mark the envelopes and have them ready before the show.** At the end of the day subtract your start up money, count the rest and turn give it to the financial secretary or the Show Chairperson if the financial secretary is not available. If any questions or conflicts occur you will need to get the show committee together, the committee consists of the show chairperson and the Club officers. Make sure that you have all the rule books that you have received from AKC with you, you may need to use them.
8. You are responsible for having all the ribbons and judges books and arm bands to the appropriate ring on time. You are also in charge of picking up the judges books and marking the judges catalogs. In the judges book the first two copies needs to stay in the book, the next one goes in the judge's catalog and the last copy (pink) is retained by you. The Club's marked catalog and the pink judges sheets need to be given to Priscilla Gardner (Club Historian).
9. The day after the show you will need to complete and mail the forms you received from AKC. With this form you need to include the judges books and one marked copy of the catalog. This information needs to be received by AKC within a week after the show.
10. Submit all your expenses for the show on the Request for Payment of Bill(s) form provided by the Show Chairperson. If you don't have one obtain one from the Show Chairperson, no bills will be paid with out this form and all receipts.
11. Give written report to the Show Chairperson, this should be done no later than 2 weeks after the show date. Any suggestions or comments regarding you section of the Show Book should be given the to the Show Chairperson. Make sure that you return any picture submitted for ads in the catalog.

You responsibilities have been completed and you can now relax and your life can get back to normal.

### **Classes that are usually offered at our Specialty are as follows:**

#### Conformation

|                        |                           |
|------------------------|---------------------------|
| 6-9 Dogs               | 6-9 Bitches               |
| 9-12 Dogs              | 9-12 Bitches              |
| 12-18Dogs              | 12-18 Bitches             |
| Bred By Exhibitor Dogs | Bred By Exhibitor Bitches |
| Am Bred Dogs           | Am Bred Dogs              |
| Open-Sable Dogs        | Open-Sable Bitches        |
| Open-Black Dogs        | Open-Black Bitches        |
| Open-Blue Dogs         | Open-Blue Bitches         |

Veteran Dogs (non regular)

Veteran Bitches (non regular)

Best of Breed

Reserve Winners Dog

Best of Opposite

Reserve Winners Bitch

Best of Winners

#### Junior Showmanship

Novice Jr.

Novice Sr.

Open Jr.

Open Sr.

Best Junior Handler

#### Obedience

Novice A

Open A

Novice B

Open B

Utility A

Graduate Novice (non regular)

Utility B

Veterans Novice (non regular)

Brace (non regular)

Versatility (non regular)

High in Trial

High Combined

## ***OBEDIENCE CHAIRPERSON***

It is your responsibility to get ring stewards and make sure the ring runs smoothly. You should also know that you probably will not be able to watch the show. This is not an easy job even if everything runs smoothly.

1. You will need at least 4 (plus 2 standbys would be helpful) ring stewards, two of which should have experience at stewarding in the obedience ring. If necessary you may have to solicit stewards from outside the Club, and you may have to pay them. If you do make sure that you advise the Show Chairpersons first. Cost is to be no more than \$25.00. (The day of the show you need to let the Club Treasurer know if you need checks for the stewards).
  1. A person may steward if he/she is showing, but **only after** he/she is completely done showing
2. Make sure that either you or the show secretary sends the show information (date, start time, directions, etc.) to the stewards.
3. Before the day of the show make sure you know how the judges will be getting to the show site (check with the Hospitality Chairperson for this information), you or one of the stewards may have to pick up the judge and take him/her to the airports or back to the hotel.
4. The day of the show you may wish to meet with your ring stewards 1 hr before the starting time to go over any schedule of breaks and who will do what when, if you have not already done so. One steward will need to pass out arm bands. Exhibitors usually want to pick up their arm bands at least 30 minutes before show time.

- A. **Make sure that the ring steward only gives the judge the judge's book he/she needs for that class.**
5. Make sure that the judge and stewards get lunch. If you for some reason you can not eat with the judge make sure one of the other stewards will be with him/her. Check with the Luncheon Chairperson as to when to bring the judge to the food area.
  6. Make sure that the judges books get turned in to the show secretary when each one is completed.
  7. When the judge has completed his/her judging assignment and the paper work is completed, escort the judge to the Club Treasurer so that any bills the judge has can be paid. The treasurer should already have some idea as the amount that is to be paid. If you are unable to locate the Treasurer find the Show Chairperson. Make sure that the judge has a catalog with his copy of the judge's book.
  8. Submit all your expenses for the show on the Request for Payment of Bill(s) form provided by the Show Chairperson. If you don't have one obtain one from the Show Chairperson, no bills will be paid with out this form and all receipts.
  9. Give written report to the Show Chairperson, this should be done no later than 2 weeks after the show date. Any suggestions or comments regarding your section of the Show Book should be given to the Show Chairperson.

**See The Steward in Obedience attachment, you can copy this document**

## ***TROPHY CHAIRPERSON***

Trophy Chairperson can be a fun job. It is up to you to determine what kinds of trophies to offer. You can offer 1-4 or any combination. I would however suggest 1-4 place prizes be offered. The Club prides itself on being one of the few clubs that still offers 1-4 prizes for all classes. Remember the trophies must pay for themselves.

1. You need to decide what you would like to offer and how much each prize will cost. Remember Best of Breed and High in Trial must equal each other, and Best of Opposite Sex and High Combined must be of equal value as should all the prizes offered in conformation and obedience.
2. Discuss your decision with the show chairperson for approval. (See Trophy Guidelines in this section)
3. Once the list (see form in this section) is approved, you need to get a copy of the prizes offered to the show secretary for listing in the premium. You should have the list ready by the first of July.
4. Give the list to the Saga Editor for publication in the SAGA. This should be done by first of June right after the Spring Specialty. The bigger prizes BOB, BOS, HIT, etc.. can be ordered at this time, if you can not pay for the prizes, give the list to the Club treasurer and have him/her order them for you.
5. When the trophy donations start coming in make a list using the attached form and send the checks on to the financial secretary for deposit.
6. Once entries have closed check with the show secretary to determine how many prizes you will need for each class. You will also need to send a complete list of prizes with donors name, etc. to the show secretary to be placed in the catalog.

7. After you have checked with the show secretary order the prizes. Now is the time to make the prize markers.
8. The day before the show make sure you are available to set up the trophy tables during set up hours, you can find out the time from the show chairperson, or Gene Foley. If there is any cash prizes offered make sure that the money or check is available the day of the show. Cash prizes are the responsibility of the trophy chairperson.
9. The day of the show make sure that you obtain enough catalogs for any trophy donors that are out-of-state, this includes the Sheltie International.
10. Mail out the marked catalogs to out-of-state trophy donors.
11. Submit all your expenses for the show on the Request for Payment of Bill(s) form provided by the Show Chairperson. If you don't have one obtain one from the Show Chairperson, no bills will be paid with out this form and all receipts.
12. Give written report to the Show Chairperson, this should be done no later than 2 weeks after the show date. Any comments or suggestions regarding your section of the Show Book should be given to the Show Chairperson

## Show Guidelines and Limits for Trophies

The Board has set the following guidelines and amounts to insure that the Club doesn't accrue more charges than we are capable of handling. For this reason we ask that the Trophy Chairperson be very careful in choosing prizes. Over the years it as been noted that club members are willing to pay \$35-50. for BOB, BOS and BW, same in obedience, and that most members are willing to cover any entire class at the cost of \$25-30. We suggest that the above mentioned be the maximum cost of prizes with the list below being the minimum.

Trophies are limited to no more than \$540.00 with the following breakdown. All trophy pledges must be paid at the time of the pledge. All classes **must** be covered for at least 1st place. Monies received for trophies will be used to cover all class 1st, then will be placed on the class/placements chosen by the donor.

### Conformation

- BOB: rosette and \$35.00 limit on trophy
- BOS: rosette and \$35.00 limit on trophy
- BOW: rosette only
- WD: rosette and medallion (\$30.00 value)
- WB: rosette and medallion (\$30.00 value)
- RWD: rosette and \$15.00 limit on trophy
- RWB: rosette and \$15.00 limit on trophy
- 18 classes: ribbon and no more than a total amount of \$25.00 per class

### Obedience

- HIT: rosette and medallion (\$30.00 value)
  - HC: rosette and \$15.00 limit on trophy
  - HNR: rosette and \$15.00 limit on trophy
  - 11 classes: ribbon and no more than a total amount of \$25.00 per class
- All quailing scores should receive a token prize.

Junior Handler

Best Junior: rosette and trophy (value \$15.00)

classes: gift certificate for no more than \$5.00

Sweepstakes

Best in Sweeps: rosette only

Runner Up: rosette only

Rosettes and ribbons are ordered by the Show Secretary, and medallions are ordered by the Treasurer. It is the responsibility of the Trophy Chairperson to make sure that the above mentioned club officers have ordered the rosettes, ribbons and medallions. The medallions should be ordered at least 2 months ahead of the show date. Rosettes and ribbons should be ordered at least one week after closing date. When ordering the remaining trophies you must first either have enough trophy donations to cover the order or wait until after the closing date and check with the recording secretary for the number of firsts, seconds, etc. needed and only order the exact number needed.

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*These guidelines should be review bi-yearly by the SSCGD Board and approved or changed at that time.  
Approved 9-96.*

Classes that are usually offered at our Specialty are as follows:

No trophies are offered for sweepstakes classes. Trophies can be offered for Best in Sweeps and Runner-Up.

Conformation

|                            |                               |
|----------------------------|-------------------------------|
| 6-9 Dogs                   | 6-9 Bitches                   |
| 9-12 Dogs                  | 9-12 Bitches                  |
| 12-18Dogs                  | 12-18 Bitches                 |
| Bred By Exhibitor Dogs     | Bred By Exhibitor Bitches     |
| Am Bred Dogs               | Am Bred Dogs                  |
| Open-Sable Dogs            | Open-Sable Bitches            |
| Open-Black Dogs            | Open-Black Bitches            |
| Open-Blue Dogs             | Open-Blue Bitches             |
| Veteran Dogs (non regular) | Veteran Bitches (non regular) |

|                  |                       |
|------------------|-----------------------|
| Best of Breed    | Reserve Winners Dog   |
| Best of Opposite | Reserve Winners Bitch |
| Best of Winners  |                       |

Junior Showmanship

- Novice Jr.
- Novice Sr.
- Open Jr.
- Open Sr.
- Best Junior Handler

Obedience

|                     |                               |
|---------------------|-------------------------------|
| Novice A            | Open A                        |
| Novice B            | Open B                        |
| Utility A           | Graduate Novice (non regular) |
| Utility B           | Veterans Novice (non regular) |
| Brace (non regular) | Versatility (non regular)     |

Every dog earning a quailing score in a regular classes.

High Scoring Dog in Trial  
High Scoring Dog in Non regular  
High Scoring AKC Champion  
in regular classes

High Combined Score by a Dog in Utility A or B or Open B  
High Scoring Veteran  
High Scoring Dog in regular classes handled by a junior handler  
High Scoring Dog in regular classes with an ILP number

## **HOSPITALITY CHAIRPERSON**

Your responsibilities, if you choose to accept this assignment is to make sure that everyone is HAPPY!! Just kidding. Make sure that you stay in touch with the Club's corresponding secretary as this person sends out the initial letter to all the invited judges.

1. Make sure that all needed arrangements for the judges needs are taken care of. If judges are flying in, it is your responsibility to make sure that the lowest possible tickets are bought, either by you or the judge. If you book the flight make sure that you sent a copy of the flight itinerary and bill are sent to the Club treasurer for payment. If the travel agent is willing, have them hold the ticket, and have the Club's treasurer send the agency a check.
2. You will need to make hotel arrangements if necessary. (See Judges guidelines)
3. You need to make sure that all the judges have transportation to and from the show site and dinner if needed. If the judge (s) need transportation to and from the airport, you will need to make arrangements for this also.
4. You will need to purchase judge's gifts for each judge (\$25.00 limit unless otherwise stated by the Show Chairperson). They should be gift wrapped and given to the judge after his/her assignment.
5. You need to make sure that the judges table has a variety of candies, handi-wipes , tissues, drinks, etc.
6. At lunch time you or someone you have assigned needs to make sure that the stewards and the judge are aware of the luncheon and how it works. This task may be assigned to the ring stewards so you will need to contact the Obedience Chairperson and the Chief Ring Steward to coordinate who with dine with the judges. Check with the Luncheon Chairperson on the day of the show as to how and when he/she would like the judges to come the food area.
7. Submit all your expenses for the show on the Request for Payment of Bill(s) form provided by the Show Chairperson. If you don't have one obtain one from the Show Chairperson, no bills will be paid with out this form and all receipts.
8. Give written report to the Show Chairperson, this should be done no later than 2 weeks after the show date. Any suggestions or comments regarding your section of the Show Book should be given to the Show Chairperson.

# RAFFLE CHAIRPERSON

This position is one of those jobs that is either very rewarding or very trying. The quest for raffle items needs to start in January, if you want donations from different companies, if you want donations for the membership you only need to start about 2 months in advance. You should have at least two other people helping you and at least one person working with you the day of the show.

1. If you are soliciting from different companies you will need to acquire Club stationary from the Corresponding Secretary.
2. The letters of donation requests need to be sent in January, at this time you also need to determine who will be collecting and storing the raffle items.
3. Don't forget to send a letter to the Sheltie International, they are very good about offering raffle items. Also check with Deb Foley, and Monica Smardzewski on different companies to contact. Maybe even try different clubs in the region and do an exchange.
4. Get in touch with the SAGA editor and place a request for items in the SAGA. Make sure that you make an announcement at each meeting for items. See if you can find members that would be willing to be a drop off location, so that members don't have to drive too far to drop items off.
5. The week before the show all the items should be collected. At this time you and your helpers need to divide all the items into groups. Try to keep each group interesting and of the same value.
6. You will need to devise a system for selling and collecting tickets. What seems to work the best is to have paper bags stapled to the big board at the raffle site and have each group of items numbered with a corresponding bag. Using this method helps prevent kids from looking in the bags and moving them.
7. Check with Monica Smardzewski or Betsey VanOrnum for advice and suggestions. They did an outstanding job in 1998 and raised the most money from any of our raffles.
8. The day of the show make sure you have small bills (\$1 and \$5) in order to make change.
9. At the end of the day subtract your start up money and return it to whoever provided it, then count the remainder and give it to the financial secretary or the Show Chairperson if the financial secretary is not available.
10. Submit all your expenses for the show on the Request for Payment of Bill(s) form provided by the Show Chairperson. If you don't have one obtain one from the Show Chairperson, no bills will be paid with out this form and all receipts.
11. Give written report to the Show Chairperson, this should be done no later than 2 weeks after the show date. Any suggestions or comments regarding your section of the Show Book should be given to the Show Chairperson.

12. Comments. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CHIEF RING STEWARD

This is an easy job if you have ever shown before. You have several options. One is have Mark Stinson, who does our set up and take down do the stewarding. Mark is an excellent steward and is capable of handling both Sweeps and Breed by himself. If you know of anyone that wants to learn how to steward, or even if you want to do it your self you can work with Mark.

1. If you decide to go with Mark make sure you contact him to confirm that he will steward. You can either contact him at home at 517/655-5363 or his e-mail address is [stinsonm@cvm.msu.edu](mailto:stinsonm@cvm.msu.edu). You will not have to continue to number 2 if you go with number 1.
2. At least two weeks before the show send your stewards a copy of the attached AKC Dog Show Steward pages.
3. The week before the show make sure your stewards know the judging schedule and when they should arrive.
4. The day of the show either you or one of the stewards need to pick up the armbands and judges book from the show secretary table. Make sure that you go over the Dog Show Steward pages with you stewards before the beginning of the show.
5. It is up to the stewards to make sure that judging starts on time.
6. The stewards should ask the judge where he/she would like would like the table set and how he/she want the dogs to enter the ring.
7. Please make sure that all stewards know that **at no time should the judge be allowed to view the catalog**.
8. Make sure that at the end of each judges assignment they get a catalog and a copy of their judge sheets.
9. If you have any other questions contact the Show Chairperson.
10. Submit all your expenses for the show on the Request for Payment of Bill(s) form provided by the Show Chairperson. If you don't have one obtain one from the Show Chairperson, no bills will be paid with out this form and all receipts.
11. Give written report to the Show Chairperson, this should be done no later than 2 weeks after the show date. Any suggestions or comments regarding your section of the Show Book should be given to the Show Chairperson.

## LUNCHEON CHAIRPERSON

You have a fairly easy job. You are in charge of getting the membership to bring a dish to pass for the luncheon and items for the morning. Usually you will need to pass around a sign-up sheet at meetings starting least 3 month prior to the show. Below is a list of items normally needed. It would probably be easy if you had a list prepared. You can also contact the show secretary and ask him/her to put reminders in with the entries of those club members that have entered the show. You will need to send the show secretary a list of names and items the person is to bring. You will also need a covered container for the donation money. The luncheon is free to all judges and ring steward, everyone else is expected to make some monetary donation for their lunch. The container should have a slot in the top rather than a large opening that someone can stick their hand into.

In order to have enough food don't be surprised if you or some one you have helping you has to make some phone calls.

Items the club will supply are: Check with the vice-president to see what the club has in stock. You may have to purchase some of the items for the club.

cups                      napkins  
plates                     plastic ware  
rolls of plastic table covering

See example below, you can either use this sheet or make one of your own.

1. The day of the show you or your helper will need to make sure that the luncheon foods are out and ready for lunch. Usually the club members will help first thing in the morning, you may have to make sure that a coffee pot and hot water are available.
2. You may wish to block of the food area so that the judges and stewards may eat first, then all the exhibitors.
3. At the end of the luncheon collect the money from the container, count it and turn it over to either the financial secretary or the Show Chairperson if the financial secretary is not available.
4. Submit all your expenses for the show on the Request for Payment of Bill(s) form provided by the Show Chairperson. If you don't have one obtain one from the Show Chairperson, no bills will be paid with out this form and all receipts.
5. Give written report to the Show Chairperson, this should be done no later than 2 weeks after the show date. Any suggestions or comments regarding your section of the Show Book should be given to the Show Chairperson.

# FOOD WORK SHEET

Fall Specialty

Date: \_\_\_\_\_

## Pre-Show

| Name | Item | Need           |
|------|------|----------------|
|      |      | Coffee         |
|      |      | Coffee         |
|      |      | tea            |
|      |      | hot chocolate  |
|      |      | hot chocolate  |
|      |      | tea            |
|      |      | fruit          |
|      |      | fruit          |
|      |      | fruit          |
|      |      | donuts         |
|      |      | donuts         |
|      |      | breakfast food |
|      |      | other          |
|      |      | other          |
|      |      | other          |
|      |      | other          |
|      |      | other          |
|      |      | other          |

## Luncheon

| Name | Item | Need     |
|------|------|----------|
|      |      | buns     |
|      |      | buns     |
|      |      | buns     |
|      |      | chips    |
|      |      | chips    |
|      |      | chips    |
|      |      | salad    |
|      |      | salad    |
|      |      | salad    |
|      |      | salad    |
|      |      | salad    |
|      |      | hot dish |
|      |      | hot dish |
|      |      | hot dish |
|      |      | hot dish |
|      |      | hot dish |
|      |      | hot dish |
|      |      | hot dish |
|      |      | dessert  |
|      |      | dessert  |
|      |      | dessert  |
|      |      | dessert  |
|      |      | dessert  |
|      |      | dessert  |
|      |      | pop      |
|      |      | pop      |
|      |      | pop      |
|      |      | pop      |
|      |      | pop      |
|      |      | dessert  |

## CATALOG ADVERTISING

It is your job to work with the show secretary on completing the catalog on time.

1. About three months before the show you need to contact the SAGA editor in regards to putting a flyer in the SAGA for catalog ads. You will need to determine what to charge for each ad and additional cost for pictures, art work, etc. and to set a deadline as to when ads need to be in to you. All advertisements need to be camera ready, this means they are all set to be inserted into the catalog without any cutting, etc.
2. Once you have received the ads and the money for the ads you will need to get the ads to the show secretary and the money to the club's financial secretary.
3. The more active you are the more ads you will be able to get, check with other clubs in Region 4 and see if they are willing to exchange catalog ads.
4. Submit all your expenses for the show on the Request for Payment of Bill(s) form provided by the Show Chairperson. If you don't have one obtain one from the Show Chairperson, no bills will be paid with out this form and all receipts.
5. Give written report to the Show Chairperson, this should be done no later than 2 weeks after the show date. Any suggestions or comments regarding your section of the Show Book should be given to the Show Chairperson.