

ECSCA National Specialty Check List Show Chair

The following checklist is a reference for use when bidding and planning the ECSCA National Specialty. By referring to the ECSCA National Guidelines and the applicable AKC Show/Trial Manual, the entire show process will be simplified.

At least THREE years Prior to the Show

Date: _____

- Present a Bid to the ECSCA Board of Directors at the American Spaniel Club meeting in January. To include the location, dates, budget, committee members, theme, fund raising ideas, and logo ideas.
- Upon acceptance of the bid all members of the Event Committee should be named and assigned tasks. The Trophy and Advertising Committee Chairs should be aware of their duties and should begin soliciting donations and advertising.

Chairs

Co-Chair	_____
Banquet	_____
Boutique	_____
Catalog	_____
Agility	_____
Fund Raising	_____
Grooming	_____
Grounds	_____
Hospitality	_____
Hunt/Working Test	_____
Obedience	_____
Rally	_____
Tracking	_____
Trophy	_____

At least ONE-TWO Years Prior to the Show

Date: _____

- Judges should be selected and invitations extended as far in advance as possible. As soon as the judges reply, the panel should be finalized, and confirmation of each judge's specific assignment should be sent. *The selection of judges is done by the ECSCA membership and the ECSCA Corresponding Secretary will handle all correspondence.*

Sweeps Judge	_____
Breed Judge	_____
Obedience Judge	_____
Rally Judge	_____
Agility Judge	_____

- If a Superintendent/Show Secretary is to be employed a contract should be requested, reviewed and signed. *Send a copy to the ECSCA Treasurer.*

Superintendent/Show Secretary	_____
Email	_____
Mailing Address	_____

Phone	_____
Contact	_____

Six Weeks Prior to the Show **Date:** _____

- Ensure that premium lists have been mailed.
- Contact the hotel for final arrangements. Hospitality room, rooms for judges, chairs ring side, audio visual equipment (during judging, General Meeting, seminars, banquet), meeting/grooming rooms, dog bathing facilities, banquet and opening night arrangements. Give estimates on banquet service
- Prepare a final list of stewards.
- Ensure there will be electricity available and how much.
- Review each committee's assignment and finalize reporting times.
- Notify the ECSCA Treasurer how many rooms have been reserved for Judges, stewards and others along with their names for payment to the hotel by credit card.
- Secure volunteers for various duties as needed.

Three Weeks Prior to the Show **Date:** _____

- Superintendent/Show Secretary - Close entries
- Sort and break down entries as soon as possible.
- Prepare the catalog.
- Prepare a judging schedule and assign rings. Advise Chief Ring Steward of entry.
- Finalize how many trophies and ribbons will be needed and order Award of Merit Plaques.

One Week Prior to the Show **Date:** _____

- See that judging programs and identification tickets have been mailed to exhibitors, judges, Chief Steward and the AKC.
- Ensure that the grounds will be ready, grass mowed, etc
- Check with the Hospitality Chair that all last-minute reservations and accommodations have been provided.
- Check to see that all-necessary equipment will be available for the show.
- Arrange for delivery of catalogs if the Superintendent/Show Secretary isn't taking care of it.
- Check with the ECSCA Treasurer to see that an ample number of checks will be available and that there will be sufficient change for catalogs, the Boutique, and raffles (if any).

Two Days Before the Show **Date:** _____

- Arrange for placement of any tents, rings or equipment.
- Arrange for placement of concessions/vendors (if any).
- Oversee the set-up of rings, tents/equipment and chairs in their proper locations.

Day Before the Show **Date:** _____

- Set up public exercise area.
- Supervise ring, grooming and vendor set up if any.
- Make one last check of the show site.
- Check with all key personnel as to reporting time the next day.

Day of the Show **Date:** _____

- Arrive at least 2 hours before judging.

- ❑ Check in workers and provide any last-minute instructions.
- ❑ Have Hospitality check the rings and judges' needs throughout the day.
- ❑ Check in judges, stewards, and veterinarian if on site, volunteers and hired personnel.
- ❑ Colors and national anthems (US & Canadian) are ready.
- ❑ Supply the chief steward a sufficient number of luncheon tickets; the balance of tickets to be used for judges, superintendent/show secretary, club members and others.
- ❑ Check and maintain all rings on schedule. Consult with superintendent/show secretary and Chief Ring Steward about keeping abreast of judging schedules.
- ❑ Have available latest copies of Rules Applying to Dog Shows, the Complete Dg Book (Illustrated Breed Standard), Show/Trial Manual, Dealing with Misconduct, Rules Applying to Registration and Discipline, Conformation Junior Showmanship Regulations, Guidelines for Judging Juniors in Conformation, Juniors in Performance Events, and Obedience Regulations, Obedience Judges Guidelines, The Steward in Obedience, Rally Regulations, Rally Judges Guidelines, The Steward in Rally, if applicable.
- ❑ Circulate to obtain objective and knowledgeable reactions to the show from exhibitors.
- ❑ Settle all misunderstandings, whenever they occur.
- ❑ Communicate with committees throughout the day, and approve payment of judges.
- ❑ Confer with the superintendent and the Executive Field Representative about possible improvements for future shows.
- ❑ Before leaving the site, ensure that all equipment is accounted for and that grounds are properly reconditioned. (this should be the job of your grounds chair)

After the Show

Date: _____

- ❑ The catalog must be properly marked, including corrections of printing errors, absentees and explanations where there have been excusals, disqualification or awards withheld. (Show Superintendent/Show Secretary does this)
- ❑ The marked catalog and judges' books must be sent to the AKC's Event Operations Department to reach that office within seven (7) days of the Show/Trial. The Recording Fee and Service Fee must also be calculated and submitted with the Report of Dog Show/Obedience/Rally Trial form to the AKC's Event Operations Department.
- ❑ Meet with committee chairs and AKC Executive Field Rep for an evaluation session to discuss possible changes and improvements to be made for future shows.
- ❑ Meet with the hotel to finalize their billing, being sure to verify the charges. The final bill sent to the ECSCA Treasurer for payment.
- ❑ Have Committee members send any bills and revenues to the ECSCA Treasurer, within 30 days.
- ❑ Review the final Specialty report when it is sent for accuracy.