

Show Deadlines

- _____ (2 Yrs) Select judges and show site... try to get rooms comped for judges and hosp. room.
- _____ (2 Yrs) Secure signed contracts from judges and show site .
- _____ (1 Yr) Choose show Committee. .
 - a. Show Director or Event Chair
 - b. Show Chairman or Co-Event Chair
 - c. Hospitality – Also judge’s Hospitality
 - d. Trophies and Ribbons
 - e. Catalog Ads/sales and triphy sales
 - f. Publicity – usually the club publicity will do this
 - g. Equipment & Grounds
 - h. Chief Steward
 - i. Raffle
- _____ (1 Yr) Send show application to AKC. (verify cost with AKC-based on last years numbers)– 2 days, judge’s panel, disaster plan at show site & current list of club officers. Download AKC Show Manual
- _____ (1 Yr) Review Calendar listing-Carol Schultz (editorGSDReview@gmail.com) show info, daes judges and club names
- _____ (1 Yr) AGSRA Rescue Calendar listing (**Patty** Szymczak (pagairs@aol.com) Date, **judges** club and names
- _____ (1 Yr) Get approval of show budget from local Board.
- _____ (1 Yr) Verify budget for Trophies and begin to purchase.
- _____ (9 M) Holds first show committee meeting & give each chairman a detailed task sheet.
- _____ (9 M) Set prices on catalogs, raffle tickets & show hours. .
- _____ (6 M) Make sure dues are paid, Survey is complete, and Roster turned in has been supplied to parent club .(see detailed instructions at gsdca.org/aboutourclubs/regionalclubs/clubrenewalforms) Parent club dues are due on December 31 with all current information. Any shows closing in December, January and February should pay dues and supply information early.
- _____ (6 M) Place order for trophies – ribbons can be ordered after entries close.
- _____ (6 M) Make judge’s room & hospitality room reservations.
- _____ (6M) Send ad & show events to the Review – Ad automatically goes in Gazette.

- ____(3 M) Review Ad-Carole Schultz (editorGSDReview@gmail.com) Camera ready Artwork, you can use your own or those suggested
- ____(3M) An Event committee of five (5) members must be appointed by the Regional Chair and published in the catalog A minimum of 60 days and before premium is printed
- ____(3) A Red Cross approved emergency first aid kit must be available at the event. Also designated exit routes if held indoors. Copy of important phone numbers – Police, ambulance, should be available.
- ____(5 W) Have premium lists printed, order armbands, judges books, etc_
- ____(5 W) Send Premium Lists to:
 4 copies to AKC Sent as soon as completed.
 1 copy to parent club membership chair Laura Gilbert E-MAIL TO Gsdcaoffice <gsdcaoffice@aol.com>
 1 copy to parent club recording secretary
 1 copy to each judge, steward and photographer
 1 copy to AKC Outreach
 1 copy to premiumlists@gsdca.org
- ____(5 W) send flyer to Rebecca Little for snapchat and Instagram
- ____(5-1/2 W) Send premium lists to each exhibitor
- ____(2 W) Prior to show, have last show committee meeting to tie up loose ends. In the meantime, check with each committee chairman to see if they accomplished everything that was necessary.
- ____ Send judging programs to judges, steward & photographer in envelope.
 (After Closing) **to be done by super/show secty a minimum of 1 week prior to show.**
- ____ Send judging programs to entrants. (2 days later) or **a minimum of 1 week prior to show.**
- ____(1 W) Print Catalogs a minimum of 1 week prior to show. Generally done as soon as all entries are put into catalog and proof read.

Last minute things to check:

- a. Remind all chairmen of their duties at the show site & their reporting time
- b. Make sure all judging programs have been mailed
- c. Check if catalogs are being readied
- d. Ask equipment chairman to check all equipment being used at show
- e. Ask if judge and hospitality rooms have been reserved

- f. Call Vet as a reminder of show date Vet must be on call
- g. Check on refreshments with chairman
- h. Make sure all publicity is out
- i. Check on clean up crew
- j. Check on status of ribbons, rosettes, trophies, armbands, badges, etc.
- k. Last minute visit to show site to insure readiness
- l. Final check with key people
- m. Prepare judges books
- n. Organize ribbons