

Show Deadline Checklist

- _____ (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
 - b. Show Chairman
 - c. Hospitality – Also judge's Hosp Chair
 - d. Coffee Chairman
 - e. Soda Chairman
 - f. Trophies
 - g. Catalog Ads
 - h. Catalog Sales
 - i. Publicity – usually the club publicity will do this
 - j. Equipment & Grounds
 - k. Steward
 - l. Secretary
 - m. Photographer
 - n. Sanitation Engineer
 - o. Vet – usually on call
 - p. Raffle
- _____ (1 Yr) Send show application to AKC, \$50 – 2 days, judge's panel, disaster plan at show site & current list of club officers.
- _____ (1 Yr) Get approval of show budget from Board.
- _____ (1 Yr) Check to see if cost of all trophies & ribbons are covered.
- _____ (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) 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.
- _____ (4 M) Have premium lists printed, order armbands, judges books, etc.
- _____ (5 W) Send Premium Lists to:

4 copies to AKC

1 copy to parent club corresponding secretary for Bronze medal

1 copy to parent club recording secretary

1 copy to each judge, steward, & photographer in an envelope

_____ (4 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)

_____ Send judging programs to entrants.
(2 days later)

_____ (1 W) Print Catalogs

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
- 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