

DOG SHOW GUIDE & TIMELINE

Show Name _____ Club _____
Dates _____ Location _____

GENERAL JOB DESCRIPTIONS

SHOW CHAIRPERSON: Job may be combined with that of Show Secretary. Delegates tasks, including locating of and providing any necessary equipment and materials, drafts workers, oversees the purchasing of awards, food, prizes, judges gifts and ribbons.

SHOW COMMITTEE: Group of Affiliate club members, including the Show Secretary and Chair who may decide the dates, location, judging panel and events to be hosted at a show.

SHOW SECRETARY: The secretary usually generates and distributes the premium lists, receives the entries, handles record keeping for the duration of their event, contacts or delegates someone to contact and hire Judges.

CLUB SHOW COORDINATOR: Contacts ASCA for show sanctioning information. Fills out sanctioning paperwork before and after the show, mails show paperwork and fees to ASCA . (Usually a specific individual designated by the affiliate club to handle sanctioning of all affiliate club shows.)

CLUB JUDGES COMMITTEE: Affiliate Club Committee in charge of approving judging selection.

RING STEWARD (Conformation): A judge's assistant who is tasked with coordinating the logistics of getting the exhibitors and their dogs into and out of the rings efficiently. Stewards check in the exhibitors, answer questions about ring procedures, call in the classes, prepare the ribbons and trophies for distribution, Stewards are responsible for the smooth operation of their rings, including clean ups, and are responsible for the comfort of the judges

RING STEWARD (Obedience): In addition to the above tasks, the Obedience Stewards may ask jump heights, set up jumps, handle scent articles, posts for figure eight exercise, keep score sheets organized and ready for the judge.

FOUR to SIXTH MONTHS BEFORE THE SHOW Date for completion: _____

- 1. Get Board approval.** Contact the club Board of Directors to get approval for the show.
Date approved: _____

- 2. Create a show committee.** Create a show committee. Two or three people can easily oversee the average 2-day event. Decide how simple or elaborate you want this event to be. (i.e. Will you have unique trophies? Judge's gifts? Raffle? Obedience Show n' Go?) Remember, the more elaborate the event is, the more work & volunteers it requires.

	NAME	PHONE	E-MAIL
Show Committee Chair:	_____	_____	_____
Show Committee Members:	_____	_____	_____
Show Committee Members:	_____	_____	_____
Show Committee Members:	_____	_____	_____
Show Secretary	_____	_____	_____
Show Secretary	_____	_____	_____
Show Secretary	_____	_____	_____
Club Show Coordinator:	_____	_____	_____

- 3. Show Budget.** Research previous shows to create a tentative show budget to help give you an idea about what the costs of the show might entail. Note any budget restrictions in the appropriate sections.

Keep track of the show budget on a spreadsheet, or some other format to be submitted to the affiliate club treasurer after the event. All expense receipts should also be sent to the club treasurer.

JUDGE'S SHEET

WHAT TO SAY WHEN HIRING A JUDGE

"Hi, my name is _____ and I'm calling for the _____ Australian Shepherd Club, an affiliate of the Australian Shepherd Club of America. We are having a show on _____ (date) in _____ (city, state) and thought if you were available you might be interested in judging for us."

IF THEY SAY YES:

"That's wonderful. Your show chairman will be (show chairs name) and if you have any questions you can reach him/her at (phone) Let me confirm your address and AKC/ASCA judging number. We will send you a letter confirming your judging assignment in the next few weeks. Thank you very much and we look forward to seeing you on (date). "

IMPORTANT: If the judge has never judged for ASCA, verify the judges license number, the date when they were licensed and when their last assignment was within that registry. (Note- the judge must have been a recognized judge within that registry for at least three years)

IF THEY SAY NO:

"That's too bad. Perhaps we can have you judge for us another time. Thank you and have a good day/evening."

CONFORMATION JUDGES LIST

Name: _____
Address: _____

E-mail: _____
Phone: _____
AKC/ASCA# _____
Date Judging: _____
Airport they use: _____
Accepted _____ Declined _____ Not contacted _____

Name: _____
Address: _____

E-mail: _____
Phone: _____
AKC/ASCA# _____
Date Judging: _____
Airport they use: _____
Accepted _____ Declined _____ Not contacted _____

Name: _____
Address: _____

E-mail: _____
Phone: _____
AKC/ASCA# _____
Date Judging: _____
Airport they use: _____
Accepted _____ Declined _____ Not contacted _____

Name: _____
Address: _____

E-mail: _____
Phone: _____
AKC/ASCA# _____
Date Judging: _____
Airport they use: _____
Accepted _____ Declined _____ Not contacted _____

OBEDIENCE OR OTHER JUDGES LIST

Name: _____
Address: _____

E-mail: _____
Phone: _____
AKC/ASCA# _____
Date Judging: _____
Airport they use: _____
Accepted _____ Declined _____ Not contacted _____

Name: _____
Address: _____

E-mail: _____
Phone: _____
AKC/ASCA# _____
Date Judging: _____
Airport they use: _____
Accepted _____ Declined _____ Not contacted _____

Name: _____
Address: _____

E-mail: _____
Phone: _____
AKC/ASCA# _____
Date Judging: _____
Airport they use: _____
Accepted _____ Declined _____ Not contacted _____

Name: _____
Address: _____

E-mail: _____
Phone: _____
AKC/ASCA# _____
Date Judging: _____
Airport they use: _____
Accepted _____ Declined _____ Not contacted _____

Please send a copy of this form to the judges committee

- 4. Education/Special Events.** Decide what education/special events you may offer at the show, such as clinics, educational events, meetings, etc.

Person Handling special event: _____

Education/Special Event

Contacts

Expenses

- 5. Entries.** Decide on pre-entry and/or day of show entries, and if there will be limits on obedience entries.

Pre-entry:(Y/N) _____ Obedience limits:(Y/N) _____
 Pre-entries close on: _____ Obedience number limit : _____
 Separate Entries for each area shown in: (Y/N) _____

- 6. Person taking Pre-Entries.**

Select a person to be responsible for accepting pre-entries. The ideal person is someone who can be reached at a variety of times. Make sure this person's name, address and phone number appear on your flyer. Make sure they have enough entry forms and armbands at their disposal. Exhibitors may cancel their entry in writing at any time BEFORE ENTRIES CLOSE. Allowances for refunds on cancellations are up to the discretion of the hosting club. (See also: "How to Take An Obedience Pre-Entry")

Person taking pre-entries: _____ Telephone: _____
 Address: _____

- 7. Decide on entry fees.** Keep in mind cost of putting on show. If you are renting a facility, offering more expensive trophies, etc., the entry fee may need to be higher. A good rule of thumb is to use the entry fees from the last affiliate club show.

Non-Regular Pre- Entry: _____ Non Regular Day of Show: _____
 Regular Pre-Entry: _____ Regular Day of Show: _____
 Junior Pre-Entry _____ Junior Day of Show _____
 Other Pre-Entry: _____ Other Day of Show: _____

- 8. Classes.** Decide what additional classes you may offer at the show in addition to the regular slate of classes.

- 9. Premium List.** Start on a flyer for your show. If there will be any special events, be sure to highlight it in the flyer. See the ASCA rules for specialty shows to get ideas of what should be included.

Be sure to send an copy of the flyer to the affiliate club newsletter editor, affiliate club secretary, and the affiliate club webmaster so it may be posted on the web. (If done electronically it is recommended that you use MS Word if possible, since many people have access to that program.) You may also want to create an e-mail version of the premium list to help save on mailing costs.

Also, for further publicity you may wish to advertise the show on applicable e-mail lists, the ASCA Events page, and with local affiliate clubs.

Premium List to be done by: _____ Date finished: _____

Versions: Hard Copy _____ E-mail version _____ Web Version _____
 Submitted to: Newsletter Editor _____ Webmaster _____ Club e-mail List _____
 ASCA Events _____ Events e-mail list _____

Copying Expenses: _____ Mailing Expenses: _____

- 10. Pre-Entry Catalog.** OPTIONAL - Decide if you would like to have a pre-entry catalog.

Person in charge catalog: _____

TWO - THREE MONTHS BEFORE THE SHOW Date for completion: _____

- 1. **Sanctioning.** Contact the affiliate club Show Coordinator with all show information, so that sanctioning can occur. You can download a sanctioning form from the ASCA website to see what information the show coordinator will need to sanction this event.

Send all correspondence to ASCA via a form of mail that allows the club to track the letter/package and have proof of delivery.

Date information sent to show coordinator: _____ Date sent to ASCA: _____
Mailed via: _____ Cost: _____

- 2. **Premium List to ASCA.** Send a copy of the premium list to the ASCA Business Office.
Date Sent: _____

- 3. **Stewards.** Secure stewards for your show. Each obedience ring requires two stewards. If possible, make every effort to have an experienced steward work with a novice steward. Things will go more smoothly and the novice steward will get more out of the experience. Each breed ring requires one steward. (Often the show secretary will chose to steward the conformation ring.) **Please be aware that the steward may not exhibit in the ring that the steward is responsible for.** Stewards can, however; still exhibit in breed if the ring they are stewarding in is obedience or exhibit in obedience if they are stewarding breed.

DATE: _____ DATE: _____ DATE: _____
Conformation
Steward: _____ Steward: _____ Steward: _____

Obedience Stewards
Steward: _____ Steward: _____ Steward: _____
Steward: _____ Steward: _____ Steward: _____

Other Stewards
Steward: _____ Steward: _____ Steward: _____

Additional Back-up Stewards:

- 4. **People taking Day of Show Entries.**
Select the person(s) who will be responsible for accepting day of show entries. This may be the Show Secretary or other volunteers.

Name: _____ Date: _____
Name: _____ Date: _____

- 5. **Set Up.** Attend the next affiliate club meeting, or contact the membership through the affiliate club e-mail list to secure people for set-up responsibilities.

Set-Up Committee: _____ Set-Up Committee: _____
Set-Up Committee: _____ Set-Up Committee: _____

- 5. **Clean Up.** Secure people for clean-up responsibilities. After putting on a show weekend, the last thing you'll want to do is cleanup and you shouldn't have to. Often times this is a great way to encourage newer members to become more active in the club. Also, consider what cleaning related supplies you may need to purchase (i.e. trash bags, paper towels, cleaning supplies, toilet paper, etc.)

Clean Up Committee: _____ Clean Up Committee: _____
Clean Up Committee: _____ Clean Up Committee: _____

Cleaning supplies needed:
Items: _____

Date purchased: _____

- ❑ 13. **Vendors. OPTIONAL** - Decide if you would like to have any vendors attend the show.

Person in charge of Vendors: _____

Charge to Vendors (if any): _____

<i>Vendors</i>	<i>What They Sell</i>	<i>Confirmed</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- ❑ 14. **Show Photographer. OPTIONAL** - Decide if you would like to have a show photographer attend the show.

Person in charge of hiring Photographers: _____

Photographer Contacts: _____

Photographer Hired: _____
Address and Phone: _____

Fee, if any: _____

OTHER MISC:

ONE MONTH BEFORE THE SHOW Date of Completion

- ❑ 1. **Premium List to the Judges.** Send out a flyer to each judge. You should include a short handwritten note apprising them of who their show secretary is, and that person's phone number in the event the judge needs to reach us prior to the show.

Date flyer & note sent to Judges: _____

- ❑ 2. **Contact Treasurer.** Make plans with the treasurer to get money for petty cash, judge's fees, and final payment for the show site if necessary.

Funds Requested and Received:

FOURTEEN DAYS BEFORE THE SHOW Date of Completion

- ❑ 1. **Pre-Entries.** Complete all pre-entries.

Date sent: _____ **Total Income From Pre-Entries:** _____

- ❑ 2. **Pre-Entry Catalog.** Complete pre-entry catalog, if there is one.

Person in charge catalog: _____

Number of Catalogs: _____

Income from advertising: _____

Date completed: _____

Number of pre-paid catalogs: _____

Income from pre-paid catalogs: _____

Cost: _____

ONE WEEK BEFORE THE SHOW Date of Completion

- ❑ 1. **Checklist.** Make a checklist of all items you will need to bring to the show (i.e. judge's books, trophies, extra tables and chairs, etc.).

Entry Forms _____	Arm Bands _____	Worksheets _____	Other: _____
ASCA Paperwork _____	ASCA RuleBooks _____	Club Info _____	Other: _____
Posterboard _____	White Board _____	Rubberbands _____	Other: _____
Signs _____	Tables _____	Chairs _____	Other: _____
Ob. Equip _____	Ob. Equip _____	Ob. Equip _____	Other: _____
Grooming Table: _____	Shade Tent: _____	Cooler _____	Other: _____
Money Box _____	Cash _____	Calculator _____	Other: _____
Ribbons – Flats: _____	Rosettes: _____	Gifts & Awards _____	Other: _____

OTHER: _____

Petty Cash Expenses: _____

- ❑ **2. Plan judge's hospitality and meals.** Suggestions include cold cut and cheese assortment, hard rolls, fruit, light dessert and beverages are easily stored for a two-day show. Remember to include a lunch for show secretaries and stewards as well.
 Person in charge of greeting judges day of show: _____ Date: _____

Person ordering or picking up Judge(s) and Steward's lunch or dinner: _____ Date: _____

Cost of Meals: _____

EVENING BEFORE AND DAY OF SHOW Date of Completion _____

- ❑ **1. Outside Area at Show Grounds.** If show is to be held outside, mow grass in and around rings. Make sure area is "ring-worthy" no gopher holes, etc. If show is to be held indoors, make sure facility is clean and presentable. Designate potty areas and make sure there is a "pooper scooper" and trashcan nearby. Post dog show signs at major turning points to assist people with locating show site.

Allow about 2 hours to set up rings and tables. Remember to set up a card table and two chairs at each ring. If show is outside, please provide some form of shade for judge at ringside and also at entry table.

- ❑ **2. ASCA Information.** Display all required ASCA information at entry table and/or ringside.
- ❑ **3. Obedience Entries.** Check in each obedience exhibitor and give them their armband, Remember to have them sign the back of their entry forms. For open and utility entries find out what the dog jumps, and mark it on the obedience worksheet. Log obedience entries into judge's book. Create a list of all obedience entries by class and print them on a sheet of poster board large enough to be clearly visible. These entries should be X'd out by the stewards as each is competing so that all exhibitors will be aware of how soon they will go in the ring.

Person taking obedience entries: _____

Person taking obedience entries: _____

TOTAL INCOME FROM OBEDIENCE: _____

- ❑ **4. Conformation Entries.** Prepare for conformation entries. Be sure to double check that you have logged the conformation entries correctly. It is best to have two of you man the entry table while conformation entries are being taken.

Person taking conformation entries: _____

Person taking conformation entries: _____

TOTAL INCOME FROM CONFORMATION: _____

- ❑ **5. In the unlikely event of some kind of dispute arising at the show, the dispute will be heard by the show secretary, and all Affiliate elected officials present at this show.**
- ❑ **6. Take a Deep Breath.** Relax and enjoy the show.

END OF SHOW Date of Completion

- ❑ 1. **Clean Up Committee.** Cleaning committee cleans up facility. Leave it in as good or better condition than you found it. Check bathrooms, inside of buildings, grassy areas.
- ❑ 2. **Finish Paperwork.** Give all completed judge's books, money, and reimbursable receipts to the show coordinator/chair and treasurer if they are present. If they aren't present, make arrangements to mail to appropriate parties **the next day**.

Send all correspondence to ASCA via a form of mail that allows us to track the letter/package and have proof of delivery.

A complete copy of all show paperwork, including a copy of this Dog Show Guide & Timeline, sanctioning forms, entries, show results, gross receipts, etc., to the affiliate club secretary to be kept on file for one year. You may also want to keep a copy for your own records.

Date information sent to secretary: _____ Date sent to ASCA: _____
Mailed via: _____ Cost: _____

- ❑ 3. **Calculate Expenses and Income.**

Send a copy of the show budget on a spreadsheet, or some other format to the affiliate club treasurer after the event. All expense receipts should also be sent to the club treasurer.

Date information sent to treasurer: _____ Cost: _____
Mailed via: _____

- ❑ 3. Pat yourself on the back. You deserve it for a job well done.

How to take an Obedience Entry or Pre-Entry

1. Fill out ASCA entry form completely. Indicate whom this dog is registered with (AKC, UKC, AMBOR) by writing this information above the registration number unless the dog is registered with ASCA.

2. Remind entrant that this is a sanctioned obedience trial and that all exhibitors who are entered in a regular class are working towards an ASCA obedience title. These legs earned will **not** go towards AKC or UKC titles, but AMBOR (mixed breed) dogs can use the legs earned at an ASCA event towards ASCA and AMBOR title simultaneously. **AMBOR exhibitors need to be reminded to bring their own AMBOR paperwork, as we do not have this at our disposal.** Most exhibitors already know this, but in case they don't you can inform them of these policies.

****FYI**** All dogs must start at the CD level and earn titles in sequential order. It does not matter if they have an AKC Utility dog title, in ASCA they must start again at the beginning.

3. Inform exhibitor of entry fee and explain that they will have to send you a check in that amount made out to the affiliate club. Once their check is received, this will secure their entry.

4. Ask them if they have any questions. If not, thank them for their entry. ***Please make an extra effort to be nice to these people. We want them to have a positive experience..***