

# GSMDCA National Specialty Guidelines, To-Do List and Helpful Hints

## CHAIR PERSON

- Required reading
- AKC Show Trial Manual
  - AKC Rules Applying to Dog Shows
- Submit application
- Know deadline—at least 18 months in advance
- Date(s) selection considerations
- Time of year—between 9 and 15 months after previous NS
  - Time of week
  - Independent or with all-breed show
  - AKC 200 mile rule for all-breed shows
  - Dates one week prior to and one week following long standing Regional Specialties may not be considered**
  - You will get more people with 2 specialties
- Site selection considerations
- Distance between show site and host hotel
  - Distance to major airport
  - Indoors or out-- backup plan for rain if outdoors
  - Place to hold all events including meetings (or in hotel)
  - Parking
  - Plenty of room for pottying dogs
  - Proximity to food and drink
  - RVs camping at hotel/show site or nearby
  - Distance from working events such as herding, draft trial, pack hike.**
- Hotel selection considerations
- May need guaranteed room block to use meeting rooms for free
  - Need locked storage room
  - Should get one free room for every 25-50 rooms
  - Banquet capacity
  - Number of guest rooms
  - Pet policy/fees
  - Price
  - Parking
  - Plenty of room for pottying dogs

## Jobs/volunteers needed

### Logistics

- Activity Coordinator
- Advertising/publicity
- Contracts
- Grounds
- Hire/Select
- Logo/artwork
- Miscellaneous
- Photographer liaison
- Planning book
- Sponsorship corporate
- Treasurer
- Trophy sponsorships
- Trophy purchase
- Vendors
- Volunteer coordinator
- Ways and Means
- Website

### Conformation Events

- AKC rules person
- Best of Breed
- Chief Ring Steward
- Class Dogs/Bitches
- Futurity
- Generations
- Judge Coordinator
- Judging program
- Puppy Match
- Show Secretary
- Stud Dog/Brood Bitch
- Sweeps
- Top Twenty
- Veterans

### Working Events

- Catalog
- CGC/TDI
- Clinics (agility, draft, tracking)
- Draft trial
- Herding
- Obedience/Rally
- Ob/Rally Run Throughs
- Pack Dog Hike(s)
- Weight Pull(s)
- Working events coordinator

### Education/Meetings/Social

- Awards banquet
- Breeder's Roundtable
- Fun Day
- Gifts
- Hospitality
- Hotel liaison
- Judges Education
- Judges hospitality
- Membership meeting
- Parades
- Photo contest
- Poop Raffle
- Raffle
- Ribbons
- Seminar coordinator
- Silent Auction
- Welcome party

## LOGISTICS

Activity Coordinator	Decide on activities (hiking, golf, etc) Arrange activities Manage activities
Advertising Coordinator	Website, e-SENN, Senntinel, GSMDCA listserv, Recognized Regional Clubs listserv
Contracts (templates available)	Conformation Judge Make sure they can't accept assignments for 6 months prior AOMs- UP to a certain number and NOT BOB, BOS Sweeps Judge (pups and vets) Obedience Judge Rally Judge (can be same as obedience) Juniors Judge (can be same as conf) Show Secretary/Super Hotel Banquet Photographer Videographer Seminars
Grounds	Rings- not easy to set up Ring size very important (50x100 if large entry) Need class placement markers (1 <sup>st</sup> – 4 <sup>th</sup> ) RV coordinator Decorations for rings, tables, etc. Grooming area- electricity Dog bathing area- not allowed to use hotel room Poop detail Set out clean-up bucket(s) at hotel and show grounds (natures miracle, scrubbrush) Need lots of trash cans Need wading pools if hot weather Porta-Potty/Restrooms Chairs/Tables Signs Exercise areas are nice Ensure poop containers are in place and emptied regularly
Hire/Select	Photographer (consider one for working events, too) Need extra copy for Historian Videographer Conformation Judge Sweeps Judge Junior Judge Obedience Judge Rally Judge Top 20 Judge Draft Judges (2) Weight Pull Judge Herding Judge Puppy Match Judge/CGC Judge etc.

Logo/artwork	<p>Prepare logo for various uses; hardcopy, silk screening, web, embroidery  Suggestions: Because you need to use this on shirts, embroidery, pins etc. the logo should not use gradient color, not use too many colors (3-5) and should be close to a compact “shape” (ex. Dog legs would be hard to embroider and put on a pin). Every color costs lots of money for every item made, and logo complexity increases the cost of embroidery. It is also nice if the logo can be turned into 1 color (black/white) without losing the logo. 1 color is good for some W&amp;M items that you want to keep cheap (like our water bottles)</p>
Miscellaneous	<p>Have big logo signs to direct people if it won't be obvious where things are located.  Need first aid kits at hotel and show site/events  Need to coordinate with Board and help find location for Annual Meeting, Board Meeting and Judges Education (this usually requires a projector)  Need results and pictures to publish in SENN  Write thank you letters afterwards  Send a copy of premium, catalog, photos to Historian  Need dog clean up equip at each event  Need to get ribbons, trophies, ring favors, judges and stewards “kit” and judges gift to each event  Need a room as a storage/staging room for trophies, ribbons, gifts, etc. LOCKED and limited key access.</p>
Photographer Liaison	<p>Find a good place to set up for photos (photographer will have an opinion too ☺)  Get photo equipment (stand, flowers, etc)  Show photographer where to set up</p>
Planning Book (use template)	<p>Create Planning Book</p>
Sponsorships (not trophy)	<p>We are not tax deductible  Solicit corporate donations- have template  Keep track of sponsors to list on website, catalog, etc  Prepare “thank-you” ad for catalog  Send thank you letters to sponsors</p>
Treasurer	<p>Budget- have template  Open bank account using GSMDCA FEIN number including GSMDCA president and/or treasurer and show chairman as co-signatures  Get seed money  Quarterly update to GSMDCA Treasurer  Payments made at show (Judges, Super, etc)  Collect all funds, maintain bank account and prepare all financial records  Reconcile bank account and PayPal accounts within 60 days of the end of the NS  Distribute all PayPal transactions to appropriate person for shipping  Prepare master list of all entries and provide to event coordinator  Collect all cash and other receipts during the show  Write receipts as necessary  Determine and keep banks for various sales tables  Collect cash as needed on site  <b>Work with hotel to have safe access during the week</b>  <b>Treasurer must close account and submit final financial report to the board 90 days after event ends. If the hosting clubs are planning on hosting the next NS in their region they may make a special request to the board to keep the account open.</b></p>

Any profit will be split between the hosting club. The GSMDCA will accept responsibility for any loss.

Hosting clubs should plan with due care to prevent a loss.

Trophy Sponsorships (use template)	Decide sponsor amounts (see history) Solicit and keep track of sponsors Bring list to prior specialty banquet DON'T advertise their name until they pay Fundraising for the upcoming NS should not take place until the current one is over unless permission is obtained from the current NS chair
Trophy Purchase	Buy trophies (1 <sup>st</sup> -4 <sup>th</sup> place) Don't forget working events, etc. Ring favors Label and pack trophies- beforehand! Separate by event Work trophy table
Vendor Coordinator	If applicable
Volunteer Coordinator	Keep track of who helps to thank them after Answer questions Coordinate who is where, when, etc.
Ways and Means	Select and order items for fundraising sales Decide what to charge (shirts about \$5 profit) Buy T-shirts/logo gear Take pre-show orders and ship items Set up and sell items on site Work W&M table (don't underestimate) Need signs to list products and prices Need cash box and change Send checks to NS treasurer Keep track of what you sell for future specialties
Website	Develop and maintain website

## CONFORMATION EVENTS

AKC rules person	Decide special attractions Paperwork (deadlines) Emergency Signage Vet contact (tell vet about Swissy issues, ex. bloat, splenic torsion) Post event paperwork (deadlines) National Specialty <b>Perpetual and Challenge Trophies</b> are maintained in the hands of GSMDCA members only and awarded at the annual Awards Banquet. As such, in accordance with AKC rules, Perpetual and Challenge Trophies are not listed in the National Specialty Premium List. The Perpetual and Challenge Trophies may be present at the photographer's stand for formal photographs.
Chief Ring Steward	Get ring stewards Need badges

Have a point person for EVERY event to make sure the judge, trophies, ribbons, stewards, supplies, etc. all make it to the “ring”.  
Need judges kit and steward kit at EVERY event (list avail)

Judge Coordinator	Make initial contact with conformation and sweeps judges Work with show chair and committee to determine if fees/expenses are reasonable and doable Prepare contracts and submit to judges Receive signed contracts and return to show committee Helper to keep judges fed and watered Make hotel/travel arrangements Invite to banquet Buy gifts
Puppy Match	Need judge and steward Need ring separate from official rings Need armbands (sec/super doesn't do these) Bring sign up forms to event
Show Secretary	Decide classes offered (this drives show, trophies, AKC application, premium list, etc.) Look at history file Create premium list (use template) Start a list early for “special rules” to include in “attn Exhibitors” section, state “no professional handlers” allowed in sweeps—you can make it owner handlers only if you like, if independent—put neutered OK in vets classes Send premium list to AKC Catalog deadline
Select/Hire	Photographer (consider one for working events too) Videographer Conformation Judge Sweeps Judge Futurity Judge Junior Judge Obedience Judge Rally Judge Top 20 Judge (selected by Top 20 Committee) Draft Judges (2) Weight Pull Judge (1 or 2?) Herding Judge Puppy Match Judge CGC, etc. Judge

## WORKING EVENTS

Catalog (use template)	If allow prepaid, need prepaid tickets Ads- collect Content Sales table- separate or with W&M SAVE some! Sales/Marked
CGC/TDI Coordinator	Bring sign up forms to event Discuss details with judge Manage list of entrants

	Be there to help at the test
Clinics	Can include drafting, tracking, etc.
Draft Trial	<p>Application due- see draft regs</p> <p>Find location- get OK from judges on terrain, etc. (Don't forget need 1 mile freight haul)</p> <p>Draft Secretary</p> <p>Draft Committee member</p> <p>Stewards- at least 3 (visual distraction, etc)</p> <p>Get ring layout from judges and equipment needs</p> <p>Need separate obedience ring</p> <p>Need ring, tables, chairs, shade</p> <p>Solicit ads for draft catalog and put catalog together</p>
Herding Test/Trial	<p>Decide to do AKC or AHBA</p> <p>Bring sign up forms to event</p> <p>Application due</p>
Obedience/Rally	<p>Need tables and chairs (judges, ribbons, etc)</p> <p>Need stewards</p> <p>Ask judge what ring size they want</p>
Obedience/Rally Run through	<p>Should offer a show-n-go (practice) for a fee.</p> <p>Need someone to run it</p> <p>Take money</p>
Pack Hike(s)	<p>Application due</p> <p>Find out what equipment is needed (ex. scale)</p> <p>Bring sign up forms to event</p> <p>Coordinate prizes and ribbons with trophy chair</p> <p>Select trails, prepare application for submission to PD committee</p> <p>Publish hike information including application form, directions to trial and time of hike</p> <p>Accept application forms and fees' forward checks to NS treasurer</p> <p>At hike—arrange for weighing of packs, complete paperwork, ensure trailhead photo and individual photos are taken</p> <p>Bring sign up forms to even</p> <p>Present awards, announce kegs to lists and submit paperwork to PD committee</p>
Weight Pull(s)	<p>Application due--Notification at least</p> <p>Find location</p> <p>Get equipment: weight is usually done locally, rug, walls, cart, scale</p> <p>Need table and chairs for judges</p> <p>Bring sign up forms to event</p> <p>Where put equip if more than one pull</p>
Working Events Coordinator	<p>Master Registration (forms/\$\$)</p> <p>Use template</p> <p>Coordinate all working events</p> <p>Huge job!</p>

## EDUCATION/MEETINGS/SOCIAL

Awards Banquet	Find location—don't underestimate attendance Work with hotel catering service on menu selection and room set-up Collect banquet reservation forms and checks Send checks to NS treasurer Maintain list of attendees and check in attendees at site Approve banquet invoice for payment by NS treasurer Select food (will need "cards" if not buffet) Determine theme and budget for table centerpieces/decorations Determine if decorations will be raffled or otherwise awarded at end of evening Create and deliver table centerpieces/decorations Need podium and microphone Hand out cards to save seats Need awards table Need welcome table Need list of attendees (hopefully prepaid) because people will try to sneak in Need results for President to announce Track awards Created awards program Present awards at banquet
Breeders' Roundtable (optional)	Find location Find facilitator
Fun Day (optional)	This is a HUGE undertaking Helpers for all the events
Gifts	ALL judges Stewards Helpers?
Hospitality	Need bags to use for hospitality bags Hospitality bags- purchase, stuff and fill- before the show! Include maps of site, local area, vet and hospital (at least directions), show schedule, local information (like restaurants/attractions), treats, toys, local necessities like sunscreen, W&M price list Registration table- with place to post messages Welcome Party Other events Local stuff (restaurants, attractions) Get lunch or whatever for stewards/workers Gifts for stewards?
Breeders' Roundtable	Optional
Hotel Liaison	Contract, room set ups and catering services Have hotel give you names of people who have reserved rooms against block Lots of people went outside block- got AAA or AARP rates elsewhere so beware if you have a minimum to meet
Junior Coordinator	If there are enough juniors to host event(s)
Judges Education	Find space

	<p>Set time in schedule</p> <p>Set up—projector, table, etc.</p> <p>Find dogs</p>
Judges Hospitality	<p>Written contracts, confirmation letters for conformation, obedience, rally, sweeps, futurity, Top 20, junior handler</p> <p>Arrange for airport transportation, room, food, etc, working with hotel liaison and within approved NS budget</p> <p>Ascertain any special dietary needs, unusual accommodations</p> <p>Need badges if superintendent doesn't provide them</p> <p>Judges welcome basket/bag</p> <p>Helper to keep judges fed and watered</p> <p>Make hotel/travel arrangements</p> <p>Invite to banquet</p> <p>Buy gifts</p> <p>Turn in expenses to NS treasurer for reimbursement</p>
Membership Meeting	<p>Pick location and date/time</p> <p>Copy agenda</p> <p>Set up—microphone, table, etc.</p>
Parades (optional)	<p>Not a money maker, usually buy big ribbon with fees</p> <p>Could do rescue dogs or some other theme</p>
Photo Contest (optional)	<p>Figure what to charge</p> <p>Solicit and gather photos</p> <p>Send checks to NS treasurer</p> <p>Determine how judging will take place</p> <p>Figure out how to display them</p> <p>Set up/tear down</p> <p>Return photos</p>
Poop Raffle (optional)	<p>Solicit donations for the prize, including crate and items to fill crate</p> <p>Establish contest rules and advertise raffle</p> <p>Solicit volunteers to issue raffle tickets</p> <p>Conduct drawing and award prize</p>
Raffle	<p>Need cash box</p> <p>Purchase rolls of tickets</p> <p>Determine prices of tickets for various items (levels)</p> <p>Solicit and receive donations</p> <p>Collect and store donations</p> <p>Keep track of donors</p> <p>“Package” stuff for raffle (baskets, etc)</p> <p>Staff raffle tables and run raffle (don't underestimate)</p> <p>Recruit volunteers to staff raffle table and sell tickets at site</p> <p>Give funds to NS treasurer</p> <p>Thank donors</p>
Ribbons (use template)	<p>Decide what ribbons, size, etc.</p> <p>Decide who to buy them from (super is WAY expensive but easy)</p> <p>Order</p> <p>Don't forget working events, photo contest, Top 20, puppy match etc.</p>



Make sure the HIT, BOB and 2 Weight pull ribbons are the same size (equal importance)  
Separate by event (very time consuming)  
Get to each event

Seminar Coordinator

You need to have seminars but beware that if you charge it is hard to get people so choose the type of seminar carefully. Nearly everyone showed up to Pat Hastings (\$30 fee) but nobody went to an OFA seminar. Maybe serve food as an enticement.  
Advertise seminars and appropriate contact person for sign up  
Manage attendee list  
Work check-in table

Silent Auction

Set up and run auction at banquet  
Keep track of donors  
Prepare pricing sheets for each item  
Advertise auction  
Determine number of tables that will be needed and provide to hotel liaison in advance  
Set up and run auction at banquet  
Coordinate with GSMDCA Treasurer for collection of funds  
Thank donors

Welcome party

Solicit items for and create welcome bags  
Plan welcome party  
Coordinate menu and set-up with hotel liaison  
Solicit volunteers to decorate, greet guests, issue name tags, etc.