

## **May Show Health Clinic Coordinator**

### **January:**

- [ ] Confirm show dates with the show chair.
- [ ] Email and confirm dates and rates with each veterinarian; eye & heart.
- [ ] Send confirmation of details to show chair for premium edits.

### **March:**

- [ ] Submit an announcement to be included in the Spring Newsletter.
- [ ] Email and confirm dates and rates with each veterinarian; eye & heart. Request any forms that can be had in advance.
- [ ] Check emails daily & respond.

### **April:**

- [ ] Middle to end of the month, submit an email to be sent out to the membership.
- [ ] Check emails daily & respond.
- [ ] Arrange for help with set up & tear down and a volunteer or two to work the clinic.
- [ ] Arrange a donation for a “throw away” rug & kennel(s) to be used in the lobby.

### **May:**

- [ ] Check emails multiple times daily & respond.
- [ ] Email and confirm with each veterinarian; eye & heart.
- [ ] Confirm parking situation and passes if needed.
- [ ] Pull out “Health Clinic” tub and check coffee inventory, tarps, batteries in chip scanner. Shop as necessary.

### **Week before the show:**

- [ ] **\*\*The judging program comes out\*\*** Start scheduling appointments on a first come first serve basis and email out appointment times.
- [ ] Confirm lunch details for the veterinarians and keep this in mind while scheduling appointments.
- [ ] Check emails multiple times daily & respond.

- ☐ Get cash box.
- ☐ Email and confirm dates and rates with each veterinarian; eye & heart.
- ☐ Confirm parking situation and passes if needed.
- ☐ Confirm building door code and set up time.
- ☐ Confirm volunteers.

**Day before the show:**

- ☐ Email and confirm dates and rates with each veterinarian; eye & heart.
- ☐ Confirm parking situation and passes if needed.
- ☐ Get cash box.
- ☐ Set up the clinic.
- ☐ Confirm volunteers.

**Day of show:**

- ☐ Arrive early and get coffee started and clinic opened.
- ☐ Confirm lunch for the veterinarians.
- ☐ Thank veterinarians and confirm next year's attendance.
- ☐ Get cash box and receipt/records returned.

**Day after the show:**

- ☐ Tear down.
- ☐ Arrange for thank you cards to be mailed to veterinarians and volunteers.