

## May Show Committees

Overall Show Chair: Interface with AKC an superintendent; submit show application and judge assignments, assemble / submit premium list information; hire judges and interface with judges regarding contracts; schedule show meetings as needed

Assistant Show Chair: Interface for photographer contract, assist with premium list; assist with hiring judges; provide oversight to assigned committees; other tasks as requested

Obedience Chair: All aspects of obedience trial – trophies, ring stewards, ring set-up; work with show chair on hiring obedience / rally judges

Rally Chair All aspects of rally trial – trophies, ring stewards, ring set-up; work with show chair on hiring obedience / rally judges

Chief Conformation Ring Steward:

Chief Obedience Ring Steward:

Chief Rally Ring Steward:

Catalog Advertising:

Health Clinic Coordinator:

Hospitality:

Judge Lunch:

Parking: Take space requests for parking and indoor grooming; collect fees; oversee lay-out / numbering of parking spaces; interface with exhibitors for arrival / set-up

Publicity:

Grounds: Point of contact for fairgrounds; secure special services (Security, EMT, gate attendants, Color Guard for opening ceremony); grounds clean-up (“pooper scoopers”); final grounds clean-up

Trophies: Make recommendations for each day’s trophies to committee for approval; order trophies selected; responsible for getting trophies to show; solicit donations; collect donations; prepare list of trophies an donors and give to show chair to include in premium list

Vendors: Solicit vendors for show; collect fees; assign spaces; oversee vendor set-up and tear-down

<b>Due Date</b>	<b>Committee Responsible</b>	<b>Action</b>	<b>Date Completed</b>
December 1 (18 weeks prior to closing)	Show Chair	Submit show application and judge panel to AKC	
December 10	Parking	Submit premium list information to show chair	
December 10	Trophy	Submit premium list information to show chair	
December 10	Vendor	Submit premium list information to show chair	
January (16 weeks prior to closing)	Show Chair	Send premium list information to superintendent	
January 15	Asst. Show Chair	Send proof of insurance to Fairgrounds staff	
January 15	Hospitality	Mail Hospitality packets to judges	
February 15	Hospitality	Reserve van / car for judges	
February 15	Show Chair	Proof premium list and return to superintendent	
March 1	Publicity	Order brochures from AKC for information table	
March 1	Show Chair	Contact AKC about rep	
March 20	Judge Lunch	Finalize luncheon plans	
March 20	Hospitality	Mail hospitality packet to AKC rep	
March 20	Asst. Show Chair	Arrange for color guard / show opening	
March 20	Grounds	Arrange for show security and EMT	
March 20	Grounds	Arrange for gate attendants	
March 20	Show Chair	Committee Meeting	

March 24 (8 weeks before closing)	Superintendent	Mail premium list to exhibitors	
April Meeting	Hospitality	Submit recommendations for judge gifts	
April 15	Catalog Advertising	Deadline for ads	
April 15	Hospitality	Order flowers / decorations as needed	
Show closing (3 weeks before show)	Parking	Cut-off to request parking spaces	
Show closing (3 weeks before show)	Publicity	Mail notices to newspaper, radio & TV stations	
Show closing (3 weeks before show)	Vendors	Cut-off to request vendor spaces	
May Meeting	Hospitality	Final arrangements for judges transportation	
May 8	Parking	Mail / email parking passes to exhibitors	
May 15	Asst. Show Chair	Worker recruitment completed	
May 15	Chief Ring Steward (all 3)	Stewarding assignments for show	
May 15	Grounds / Parking	Review conditions of grounds and buildings	
May 18	Asst. Show Chair	Worker Assignments for set-up / tear-down	
May 18	Parking	Mail / email parking passes to stewards and show officials	
May 21	Parking	Map of parking space assignments & list of parking pass holders to Show Chair	
May 21	Hospitality	Have table cloths cleaned and pressed	
May 21	Publicity	Distribute poster boards around town	

Thursday prior to show	Parking	Lay out parking / grooming spaces	
Thursday prior to show	Asst. Show Chair	Get cars to Judge hotel	
Friday prior to show	Asst. Show Chair	Show building set-up	
Friday prior to show	Publicity	Put up show signs and banners	
Friday prior to show	Asst. Show Chair	Purchase food for steward lunches	
Friday prior to show	Grounds	Grounds ready	
Day of show 1 ½ hours prior to show start	Hospitality & Grounds	Fans in building on, building clean, sanitizers / treats on ring tables; gate attendants in place; shop for ice & water	
Day of show 1 ½ hours prior to show start	Judge Lunch & Hospitality	Refreshments available	
Each show day 1 hour prior to show start	Grounds	Doors open; catalogs sales person in place	
Each show day ½ hour prior to show start	Stewards	Stewards in place at each ring	
Each show day at close of judging	Grounds	Pick up trash in building and sweep rings	
At end of last show day	Asst. show chair	Break down rings; load trailers; pick up trash in building and sweep (final cleaning)	
	Hospitality	Final cleanup of refreshment equipment and judge lunch area	
	Publicity	Take down posters; signs; and banners around town	
	Parking	Remove space markers; store in trailer	

## Key Contacts

Fairgrounds	Karen	907 322-2014	Contracts
Fairgrounds	Buddy	907 322-2193	Grounds
Pikes	Mandy		reservations @pikeslodge.com
Sani-Can		907 456-2267	