

American Bloodhound Club – National Specialty

Checklist

The following checklist has been prepared to provide guidance for anyone or any region who is considering chairing/hosting an ABC National Specialty. This checklist is intended as a guide to help the Event Chair and their Committee organize their activities.

Instructions for planning an event and all ABC Event forms will be accessible on line at www.americanbloodhoundclub.org.

Anyone planning a Regional, Supported Entry or National event should contact their respective regional ECC Advisor for assistance with the event application process and ABC approval. Regions planning a Trailing event should contact the Trailing Committee Chair for assistance.

36 months to start process - 30 months deadline prior to National Specialty

1. Make your intention to chair/host a National Specialty known to the Board of your respective Region.
2. Inform your regional representative of the Event Coordinating Committee of your intentions at 36 months with a email of your intention.
3. Secure preliminary approvals from Region.
4. Determine National Specialty events to be offered.
5. Select an event committee.
6. Identify and visit potential venues.
7. Venue selected and deposit made to hold the dates.
 - Considerations include location, accessibility, price, experience with dog shows, references, space for large dogs, use of a ballroom or tent, etc.
 - The ABC can provide Regions seed money up to \$1000 for a National Specialty. All seed money is considered a loan and must be approved by the ABC Board on a specific need basis. All loans to be repaid to the ABC within 30 days following the event.
 - Submit venue contract to ECC for review prior to signing.
8. Identify show superintendent/secretary. It is recommended that regions request a proposal, availability, and pricing.
9. Select show superintendent/secretary - Review and sign contract.
10. Secure Region approval for event application and preliminary financials, plans, etc.
11. Submit application and preliminary financial plan directly to your designated representative on the Event Coordinating Committee (ECC) for review and approval. A fillable online application can be found on the ABC website under Events. The ECC will submit the application and preliminary financials to the ABC Board for their approval. Once approved the ABC Corresponding Secretary will submit the application to the AKC for final approval.
12. Any changes in the application to hold a National Specialty will require resubmittal and approval. Changes should be discussed and submitted to the ECC.
13. Breed and Futurity judge selection process started by the ABC. The ECC is responsible for conducting the judge's selection process, the ABC will be responsible for paying the judging expenses for the Breed and Futurity judge at a National Specialty.

30 months - 24 months prior to National Specialty

1. Full Event Committee established.
2. Theme considered.
3. Judges selected for AKC events (e.g. Tracking, Sweepstakes, Obedience/Rally and Juniors (if not to be judged by the Breed judge) Regions (generally Event Chairs) are responsible for selecting the judges as well as paying the judging expenses for all other judges i.e. Sweepstakes, Trailing, Tracking, Obedience/Rally, Top Twenty, etc.
4. Trailing Chair and Trailing Judges identified.
5. Chief Steward identified. Chief Steward identifies all stewards required for the duration of the event.
6. Show Chair and Committee review event plans, to include preliminary financials, individual committee responsibilities, and the event collectively.
7. Show Chair schedules future meeting dates or communication targets.
8. Major plan revisions (e.g. change of venue, change of chair, etc.) need ABC Board approval. Changes must be submitted to ECC.
9. Develop plan to generate pre-event funds.
10. Request financial support requirements and equipment needs from each Committee Chair.
11. Hire a show photographer.
12. Identify website resource, plan and responsibility.
 - Is website standing alone or aligned with regional website?
 - Begin work on website

12 months prior to National Specialty

1. Begin soliciting funds for event. Note: Regions are prohibited from publicly soliciting funds for a National event prior to the conclusion of current year's National event.
2. Identify communication plan for Newsletter and Bulletin and identify the committee member responsible for advertising. Develop an Advertising Plan.
3. Trophy Chair begins soliciting for trophies.
4. Identify a local veterinarian with 24-hour emergency services.
5. Have National website in place with a functioning store.
6. Establish social media communication avenues. i.e. Facebook, Twitter, Instagram, etc.
7. Site visits to venue as appropriate to go over details and potential changes.

10 months prior to National Specialty

1. Begin arrangements for banquets and any catering requirements.
2. Continue to solicit for trophies
3. Finalize contracts for show, catering, and grounds.
4. Set prices on meals, catalogs, and other applicable committee projects.
5. Develop ordering deadlines e.g. apparel, meals, catalogs, crating, etc. Where possible, attempt to standardize deadlines.

6. Advertise on website, in the ABC Newsletter & Bulletin.
7. Judges hospitality representative communicates with judges regarding their contract requirements and any individual requirements. Note: Trailing judges are handled separately.

Seven months prior to National Specialty

1. AKC applications have been submitted and approved.
2. Contact ABC Treasurer regarding insurance waivers for all scheduled events.
3. All judges should be under contract and Judges' bio's and pictures for catalog have been requested.
4. Begin developing content for Premium List.
5. Place orders for trophies.
6. Place orders for rosettes and ribbons or ensure that superintendent is providing what you need.
8. Consider custom ring markers if desired.
9. Contact Hall of Fame Coordinator

Five months prior to National Specialty

1. Show Chair and selected committee chairs meet with superintendent/secretary.
 - Determine exact due date for premium list information.
 - Determine how many premiums are to be printed and mailed.
 - Obtain mailing list from the ABC membership chair.
 - Provide superintendent/secretary with mailing labels.
2. Determine the source and availability of all equipment needed for the event. Identify who is responsible for pick up, delivery or receipt of equipment.
3. Double check contracts for responsibilities and ensure requirements will be met.
4. Determine due date for catalog copy and where/to whom to send.
5. Finalize judges' hotel reservations.

Three months prior to National Specialty

- 1 Verify that Premium List proof has been sent to Superintendent.
- 2 Contact National Trophy Chair for shipment of Bronzes, Award of Merit Certificates and Challenge Trophies.

Two months prior to National Specialty

1. Arrange for clean-up crews.
2. Arrange for security if necessary.
3. Verify date premium lists will be mailed to exhibitors.

Six weeks prior to National Specialty

1. Forward all catalog advertising & copy to printer or Show Superintendent/Secretary.
2. Finalize steward assignments.

3. Arrange adequate public-address system if not provided by venue.
4. Arrange for US Flag and recording or live performance of National Anthem.
5. Arrange for other equipment as needed. e.g. printers, projectors, screens, etc.

Four weeks prior to National Specialty

1. Review Committee assignments and finalize reporting items.
2. Purchase judges' gifts, if not already handled by judges' gift committee member
3. Arrange for delivery of ring placement markers if not provided by superintendent or custom made earlier.
4. Remind members of entry deadline.

Three weeks prior to National Specialty

1. Entries Close
2. Communicate entry breakdown to all appropriate parties.
3. Finalize trophies and double check that all classes have trophy as listed in premium.
4. Submit final figure for number of catalogs to be printed.
5. Verify receipt of National Trophies from the National Trophy Chairperson.
6. If applicable, tabulate cash prizes for Sweepstakes.
7. Email judges to verify times of arrival, accommodations arrangements and transportation schedules including the name of a contact person.

Two weeks prior to National Specialty

1. Verify that judges' programs and exhibitor confirmation have been mailed to entrants, judges, stewards, and AKC as appropriate.
2. Meet with Committee Chairs to ensure that all deadlines will be or have been met as expected.
3. Meet with Show Superintendent/Secretary to ensure all equipment, ribbons and other show supplies and equipment are in order.

One week prior to National Specialty

1. Ensure that the show grounds or inside ballroom are ready (if outside, this includes grass mowed).
2. Arrange for the delivery of catalogs so that they will be available for sale at the show.
3. Check with the ABC Treasurer to verify previous arrangements made in regard to judges' checks.
4. Notify individuals in charge of judges' ground transportation from airports to hotels & show grounds.
5. Verify judges' arrival schedule

Two days prior to National Specialty

1. Inspect show grounds/ballroom and arrange for placement of tents and rings.
2. Verify the presence of grounds equipment e.g. garbage cans, poop bags, scoopers, etc.

3. Verify the arrival and availability of trophies, ribbons & cash prizes.

One day prior to National Specialty

1. Oversee the set-up of rings, tents, trophy and judges' tables.
2. Check ring interior for "potholes" or any foreign objects and remove obstacles.
3. Check with all key committee members as to reporting times for the next day.
4. Finalize verification of judges' ground transportation from airport to hotel and to show site for the next day.

Day of the National Specialty

1. Arrive by 6 a.m.
2. Make one last check to ensure that rings are properly set up and equipped.
3. Check in with workers, assign jobs, and provide any last-minute instruction.
4. Check in with judges, stewards and veterinarian.
5. Check trophy table. Introduce steward-assistant to steward if applicable. This individual will work with steward to ensure that the correct trophies are to be awarded for specific placements.
6. Have the latest copies of the AKC Rules and our Bloodhound Breed Standard available
7. Begin show with the presentation of Colors and the National Anthem.
8. Double check on all workers and their assignments.
9. Be available throughout the day's events should any problems or questions arise.
10. Check hospitality arrangements for the judges.

Close of National Specialty

1. Check all judges' books as they are turned in to make sure they are signed and filled out properly. (Usually done by the Show Superintendent/Secretary).
2. Be prepared with judges' expense receipts for the ABC Treasurer or his/her representative so that checks can be written for each judge before he/she leaves the Show premises.
3. Assure that all reports, fees and required documents are sent to AKC within 7 days after show ends (usually done by the Show Superintendent/Secretary).

Weeks following a National Specialty

1. Check with all Committee Chairs to collect checks, cash and receipts where appropriate.
2. Return National Challenge Trophies to National Trophy Chair.
3. Prepare for Final Financials which will be due no later than 120 days following a National Specialty Event.
4. Following all events, the Show Chair or representative is expected to submit an article for the ABC Bulletin so pictures and results can be shared.
5. If seed money was made available the loan is expected to be paid within 30 days to the ABC Treasurer.