

## Conformation Show Chair Qualifications/Responsibilities

The Conformation Show Chair is an autonomous position. My experience as show chair required a year-long commitment of ongoing communication with AKC for proper planning and for meeting event submission deadlines. Contractual deadlines with the contracted superintendent and other organizations/businesses involved with the show are handled with professionalism. The Show Chair must be a member of a show giving club and a necessary attribute is the ability to deal with and communicate effectively with people. Thank you, club members, for entrusting me with this role.

### Qualifications

- \*Knowledge of AKC's Rules Applying to Dog Shows
- \*Knowledge of AKC's Policy concerning Disaster and Emergency Plan
- \*Experience in planning events as demonstrated by serving on various committees
- \*Ability to set priorities, meet deadlines, make decisions, delegate authority
- \*Choose committee chairs and conduct meetings
- \*Work within the financial resources of the event-giving club
- \*Write contracts, agreements, and hospitality letters as necessary

### Responsibilities

- \*Overall responsibility for proper planning, conducting and reporting show results
- \*Ensure that the event application, judges panel, and disaster/emergency plans are submitted by their deadlines
- \*Ensure that the trophy/ad/vendor letter is sent out to club members/businesses on time to meet the premium list deadline
- \*Ensure that the premium list material is submitted to the show superintendent by the required deadline
- \*Ongoing communication with the site management of the show
- \*Ongoing communication with judges/official show photographer/AKC Representative/ Show Superintendent
- \*Oversee that all hired personnel have been paid

The above does not reflect all the responsibilities associated with this position but does indicate the dedication and willingness it takes to devote one's personal time for the success of an all-breed conformation show.

### Time Commitment

Monthly time structure begins in February with a post-show review meeting of EKC's January show followed by the commencement of planning for next year's all-breed show through the month of January. Average hours devoted weekly to this project varies depending on timeline deadlines. The beginning stages of planning average from an hour to 15 hours per week throughout the year but the time increases dramatically the four months leading up to the show. Culmination of the event requires three 12-hour days from Friday's setup to Sunday's post-show cleanup.

-Respectfully submitted by Jeanne Stiner, EKC Show Chairperson

**Coordinator for the building:**

Setting up seminar for the building

Getting information from seminar speaker for flyer

Checking on fees for speakers, expenses, hotel/motel accommodations if needed

Making the flyer or giving the information to a member for design

Receiving or getting the applications from the PO Box

Set up the building the night before the seminar

Clean up after the seminar (ask for volunteers)

Setting up email list

    Sending out confirmation to each participant

        Application is received

        Arrival time the day of the seminar

        Check in sheet

        Folders ready paper/pens & printed material for participants

        Food & drink for participants

Getting volunteers to transport speaker to and from the building – taking speaker to dinner

Contact with members for individual use – not interfering with other practices

Setting a calendar for each month so membership knows what is happening

**Approximately 6 hours a  
month**

## HOSPITALITY COMMITTEE CHAIR DUTIES

The duties of the Hospitality Chair vary greatly on a monthly basis depending on the club's activities scheduled for that month.

Regular monthly meetings: insure that coffee is made, hot water is available, cups are out along with creamer and sugar. They are also make sure there is some type of cookies, cake, fruit, etc available for after the meeting.

Maintain an ongoing inventory of available beverages, plates, cups, napkins, and all supplies typically needed for serving food.

Acquire necessary beverages, food, or supplies

When an EKC event is held away from clubhouse, make sure the food, drinks, and any supplies are taken to that site and returned to club once event is done. This includes obtaining any specialty items needed for the particular event.

Maintain an open line of communication with Training Coordinator, Treasurer, Publicity Chair, and anyone that is going to schedule a event for EKC so that any food, drinks, or supplies needed and be obtained in a timely and economical manner.

Responsible for obtaining for any special event decorations or special supplies needed for that event.

Be in frequent contact with and maintain a good working relationship with treasurer, developing budgets for any events planned for EKC

Specific events: develop and monitor a work group to assist in setup, decorating, obtaining supplies, and/or food, and make sure cleanup is done at all functions.

Accept and perform any other duties and responsibilities as deemed necessary by the board to insure that a high level of efficient hospitality is maintained for EKC.

The amount of time involved in being Hospitality chair varies greatly depending on the events going on at any given time. For a month that only has a meeting it may be only a couple hours but for a major event such as the Christmas Party or summer picnic, it may require 20 hours or more. Must also factor in amount of time spent obtaining supplies, making many phone calls to speak with members and suppliers, plus setup and tear-down.

**Obedience chair:**

Arrange for judges at the January show for obedience. (have contracts for 2015 & 2016)

**(4hours)**

Arrange for stewards each day

**(1hour)**

Make up program sheets for exhibitors

**(3 hours)**

Set up – make sure ring is set up correctly and mats are clean

Mark off crating area

Mark off 3 feet from ringside to keep spectators away from ring

**(9**

**hours)**

**Day of trial:**

**Saturday:**

Pick up trophies from the trophy table for obedience

Make sure supplies are at ringside

Have current obedience regulation book

Greet judge and make sure ring is set up the way they want

After each class is over bring judge's book to MBF (check addition)

Post results of each class

If questions arise to be present to answer and solve any problems

Step in if a steward has to leave

Make sure the judge & stewards get lunch and refreshments during the day

Make sure High In Trial & High combined is entered for MBF

**(9hours)**

**Sunday:**

Same as Saturday

Collect all supplies

After trial is over – start cleaning up in ballroom

**(9hours)**

# VENDOR CHAIR

## EKC All-Breed Shows

In July or August send notice and contract by email to prior year vendors giving them information on the upcoming January show. Time is needed to prepare letter and update contract. **4 hours**

Obtain responses (contracts) with half down payment. Begin chart to show names, addresses, contact person, email address and phone number, spaces needed and special needs. Continually updated as responses come in. Record monies and make deposits **6 hours**

Send acknowledgements to vendors who sent contracts and alert those who did not respond with message they need to advise of intentions. **2 hours**

About 3 weeks prior to show send vendors notice to send final payment and advise of their booth number and preferred arrival times so they do not all come at once. **2 hours**

Just prior to show make map of where vendors to be located and prepare individual sheets with vendor names and booth space number so vendors can find booths. **3 hours**

On Friday before show, be at BCC about 7:30 to be sure booths are set up and get hand trucks in one area for vendors to use. Arrange for members to help unload vendors as they arrive and begin unloading. **10 hours**

First day of show visit vendors to see if any problems. Explain vendor bucks. Be on hand to help as needed by other club members. **10 hours**

Second day of show visit vendors and pay vendor bucks. Get together hand trucks. Help vendors pack up **11 hours**