



PRESERVING AND PROTECTING THE ROTTWEILER AS A WORKING BREED



EVENT CHECKLIST

DATE: _____
Type of Event: _____
LOCATION: _____
EVENT CHAIRPERSON: _____
JUDGE (s): _____

HOSPITALITY

- JUDGE'S APPROVAL
- FCI CLEARANCE THROUGH ARC
- TICKETS PURCHASED
- VISA CLEARED
- NUMBER IN JUDGE'S PARTY
- TRANSLATOR REQUIRED
- ITINERARY SET
- ACCOMMODATIONS ARRANGED
- LOCAL TRANSPORTATION
- AIRPORT PICK-UP
- HOSPITALITY NIGHT/JUDGE'S DINNER
- SIGHT SEEING ARRANGED
- JUDGE'S FEE/EXPENSES PLANNED FOR
- APPRECIATION GIFT
- OPENING AND CLOSING CEREMONIES

ADVERTISING

- ADVERTISEMENT CREATED
- OPENING AND CLOSING DATE ESTABLISHED
- SHOW PREMIUM CREATED
- SOCIAL MEDIA SHARE OF ADVERTISERS AND EVENT
- PRESS RELEASES READY
- CATALOG ADS COLLECTED
- AD MONEY COLLECTED
- CATALOG COMPILED/PRINTED
- SITE CATALOG SALES-PRICE AND SALES PERSON

AWARDS

- TROPHY DONATION LIST
- RESULTS WHITEBOARD AND DRY ERASE MARKER
- PERSON TO POST RESULTS
- TROPHY DISPLAY SET UP
- TROPHY/AWARDS FOR PLACES 1-4 FOR EACH CLASS
- TROPHIES FOR BEST PUPPY (M/F), YOUTH SELECT (M/F), OPEN SELECT (M/F)
- TROPHIES FOR SIEGER AND SIEGERIN (IF IT IS A REGIONAL OR NATIONAL SHOW)
- PLAQUES MADE FOR TROPHIES
- AWARD FOR SPORTSMANSHIP
- PRIZES FOR YOUTH HANDLERS IF ENTERED IN EVENT

EQUIPMENT/FACILITIES

- PA SYSTEM
- COMPUTER
- PRINTER AND BACK-UP PRINTER
- WI FI
- LIABILITY INSURANCE
- SHADE/COVER-JUDGE, CRITIQUE AREA, TYPIST
- JUDGE'S TABLE
- RING TAPE + POSTS OR STAKES
- PLACEMENT NUMBERS FOR CENTER OF THE RING
- PENS/PAPER/ ETC
- ENTRY NUMBER FOR EACH DOG ENTRY + RUBBER BANDS
- A COPY OF THE MOST RECENT POLICY MANUAL AVAILABLE AT THE EVENT FOR REFERENCE.
- BRIEFCASE/CLIPBOARD
- FIRST AID KIT
- RING MAT FOR BREED SURVEY OR CEMENT AREA ADJACENT TO RING
- RING FENCED/ROPED OFF RING WITH SUITABLE FOOTING APPROXIMATELY 35 by 40 YDS
- ADEQUATE PARKING
- WASHROOM FACILITIES
- DIRECTION SIGNS POSTED FOR SPECTATOR PARKING
- DOG EXERCISE AREA DIRECTION
- DOG WATER SUPPLY
- POOPER SCOOPER PERSON
- GARBAGE FACILITY
- PHOTOGRAPHER
- MARKED CATALOG (2) PLUS ADDITIONAL FOR EACH JUDGE
- RING STEWARD
- SECRETARY
- TYPIST

ENTRANCE/EXHIBITORS

- CLOSING DATE ESTABLISHED
 - ENTRY FEES ESTABLISHED
 - ENTRY FORMS/FEE RECEIVED
 - FEES TO TREASURER
 - PROGRAM ONLINE FOR EXHIBITORS/CONTESTANTS TO ACCESS
 - FORMS PREPARED
 - FORMS ON HAND
 - COLLECT AND DOCUMENT ALL PAPERWORK REQUIRED FOR CLASSES OR EVENT
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PAPERWORK

- CATALOG
 - ARMBAND NUMBERS AND RUBBER BANDS FOR EACH SHOW ENTRY X2
 - DOWNLOAD AND HAVE AVAILABLE:
 - BREED SURVEY FORMS
 - USRC MEMBERSHIP FORMS
 - DOG REGISTRATION FORMS
 - TRIAL SCORE SHEET
 - JUDGE'S SHEETS FOR EACH DOG ENTERED IN TRIAL
 - PAPER/CRITIQUE TEMPLATE TO PRINT OUT CRITIQUES FOR OWNERS
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OBEDIENCE

- SETUP CREW NAMED
 - STAKES/ROPE/MEASURING TAPE
 - JUMP
 - WALL
 - DUMBBELLS
 - LONG DOWN BLIND
 - LONG DOWN STAKES (2) ONE BOY ONE GIRL
 - FIELD CENTER LINE
 - STARTER PISTOL/BLANKS
 - GROUP NAMED (4 + ALTERNATE) AND SEATING ARRANGEMENTS FOR THEM OFF THE FIELD
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WORKING TRIALS

- JUDGES PROCEDURES/HOSPITALITY ABOVE
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PROTECTION

- SETUP CREW NAMED
- HELPERS (2) NAMED
- BLINDS (6)
- FIELD MARKED ACCORDING TO JUDGE (PAINT OR CHALK)
- SLEEVES
- STICK
- GRATUITY FOR HELPER

SEMINAR

- LOCATION ARRANGED
- SEE HOSPITALITY ABOVE
- ENTRY FEE ESTABLISHED
- VISUAL AIDES REQ'D
- SEMINAR LOCATION MAP
- AUDIO AIDES REQ'D

END OF SHOW/TRAIL PAPERWORK

PASS OUT SIGNED (BY JUDGE) CRITIQUES TO ALL ENTRANTS

SENT TO officeadmin@usrconline.org

1. EACH SHOW AND BREED TEST CRITIQUE FORM MUST BE CHECKED FOR ERRORS OR OMISSIONS AND CORRECTED IF NECESSARY. THE SECRETARY MUST INITIAL ANY CORRECTIONS/STRIKE OVERS.
2. THE JUDGE WILL SIGN EACH CRITIQUE. ONLY THE SECRETARY AND THE JUDGE MAY COMPLETE PAPERWORK.
3. A COPY OF EACH CRITIQUE WILL BE GIVEN TO THE JUDGE IF REQUESTED
4. A COPY OF EACH SHOW CRITIQUE WILL BE GIVEN TO THE ENTRANTS. NO COPIES OF BREED TEST, YOUTH SIEGER/SIEGERIN AND SIEGER/SIEGERIN CERTIFICATES GIVEN BY HOST CLUB. THESE COPIES WILL BE SENT TO THE OFFICE ADMINISTRATOR IN THIER ENTIRETY.
5. THE HOST CLUB MUST KEEP A COPY OF EACH BREED TEST AND A MARKED CATALOG OR FULL RESULTS LISTING ON FILE.

6. WITHIN 60 DAYS OF THE CONCLUSION OF THE SHOW THE FOLLOWING, IF APPLICABLE, MUST BE SENT TO THE OFFICE ADMINISTRATOR-PREFERABLY IN ELECTRONIC FORM.

A) A complete electronic listing of all entrants with owners mailing address and show/trial results. Entries that are absent (ABS), pulled by owner (PULL), excused by judge (EXC) and disqualified by judge (DQ) must also be included. If excused or disqualified, reason should be included.

B) All completed breed test forms

THE ADMISTRATOR OF RECORDS WILL SIGN AND SEAL ALL BREED TESTS AND AWARDS UPON RECEIPT AND WILL BE SEND CERTIFICATES TO THE OWNERS

FEES AND ANY PENALTIES FOR VIOLATIONS OF PAPERWORK OR TIMELINES WILL BE SENT FROM OFFICE ADMINISTRATOR TO THE HOST CLUB UPON REVIEW OF THE PAPERWORK