

Competition Show Secretary Notes

Book Dates & Venue (usually start in September)

Notes	P2D	WCFO
find when other Clubs are having their events. send out potential dates to find conflicts (Agility, etc) book Venue and put on Calendar (November-ish) -----get insurance rider for Venue -----sign contract and send layout plan		send in WCFO event form and wait for Approval -----go through Online listing multiple times to get it right - will have mistakes!!

Get Info for Premium List pages

Notes	P2D	WCFO
	(P2D: 3 Clubs) – minimum 6 weeks out ---Reformat and publish	

Build Volunteer Sign Ups (or manually acquire Volunteers)

Notes	P2D	WCFO
-----build Sign Up or manually look for Volunteers -----send reminders to get people to sign up		

Judges

Notes	P2D	WCFO
Check if coming to Sat dinner Check if any allergies for lunch	ask Ray for Judges names (4-6 weeks out from comp)	go over list with Ray and begin contacting (January) contact potential Judges for interest/availability -----book Hotel (dog coming?) -----book flight if needed -----communicate regularly Send maps & directions to Hotel Get Travel expenses after comp and pay

Competition Show Secretary Notes

Build Floorplan

Notes	P2D	WCFO
-done for George Preston -done for Annette's -sometimes will need to rent tables & chairs if not available (Geo Preston)		

Send out list of items to be brought and by whom (mats, gates, table cloths)

Notes	P2D	WCFO
-usually week before		

Remind Members to Enter

Notes	P2D	WCFO
send out reminders often in last 2 weeks		keep checking with Una as to how many entries we have

Prepare and Deliver Cheques:

Notes	P2D	WCFO
-this is something that I will do as Treasurer, but I need invoices, amounts, addresses, dates required, etc ----Deposit on Venue ----Final Venue Cheque ----Deposit on Catering ----Final Catering Cheque ----Expenses: Décor, Snacks, Ribbons	----Judges Fees	-----Judge's Expenses (after show)

Awards

Notes	P2D	WCFO
Confirm number of ribbons needed		Order all Medals, Awards and Scoresheets -----order at least 5 extra of each sheet (2 different ones) Order Championship Gift if possibly needed

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Communication: (needs multiple emails or phone calls per subject)

Notes	P2D	WCFO
-Dates -entries -jobs -stuff to bring -Judge -Venue -info for Saturday party -Competition notes for the days		

Build handouts:

Notes	P2D	WCFO
-Nearest Vet (built for Geo Preston - confirm info) -Map to Party -Upcoming Events flyers -build Flyer for event for sandwich boards		

Publicity

Notes	P2D	WCFO
-flyers to other Events prior (avail to Members) -free online sites: Canuck Dogs, Langley Events, etc		

Collect Music digitally and process

Notes	P2D	WCFO
-add 2 minutes of silence so no run-in to next -label with name and division -check lengths -put on USB key for Tristan (or person operating)		

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Registration paperwork:

Notes	P2D	WCFO
-Sign in sheet ----list of Monies owed ----coming to party? -Petty Cash Float (get from Lin if necessary)	-Photo Release Signature	-Receipts frrom New York

Build Running Orders

Notes	P2D	WCFO
-send out to group for approvals -print oversize for posting (Friday before) -print for Judge, Music table, etc (night before only) -adjust on Saturday night for any changes to Sunday		

Program

Notes	P2D	WCFO
-collect bios -Bios to Joan	-info comes in on Entry form	-need to get from Participants

Scoresheets ant Tracking Program

Notes	P2D	WCFO
	send order and info to Lydia	-hand fill in all sheets - 45+!! ----anticipate 1 hour or more. -send info for WCFO Tracking Program to person handling (Joan or Laura?) ----send updated program & Juniors program ----send List with Membership #s and Divisions ----send Running order ----send possible Move-ups, Leash changes, etc -----will need to solicit this info from Participants

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Show Days

Notes	P2D	WCFO
Get everyone registered Give Announcer Running order, announcements, etc Get show started on time Get everyone into their jobs Is Judge OK? Saturday night: redo running order for Sunday		

POST SHOW

Notes	P2D	WCFO
	Reformat videos, name with Competitors' names; Upload to Vimeo Send link to Scoring and photos and videos to members	Send Scoring programs to Gigi (email) Reformat videos, name with Competitors' names Send hard copies of scoresheets, digital scoring programs and videos to Patie (USB key - mail) Send link to Scoring and photos to members Inventory leftover Scoresheets and Medals collect Judge's expenses (US Money order)

Miscellaneous

Notes	P2D	WCFO
-iron flags		