



AMERICAN
KENNEL CLUB®

Conformation Show Chair Event Checklist

This checklist represents a general view of items which should be handled by the Show Chair or committees by a certain time. This checklist in no way represents everything the club is responsible for as each club has a variety of items that are specific to the club and event-type.

The AKC has produced a [Conformation Dog Shows Scheduling Best Practices](#) document to provide guidance on creating the most efficient schedule possible and to assist with the hiring and assigning of judges.

Six Weeks Before the Show

- Confirm that premium lists have been published
- Review [AKC Show Manual](#)
- Review [Dealing with Misconduct at AKC Events booklet](#) and [slideshow](#)
- Notify local press and media of the event: [AKC Publicity Ideas and Templates](#). Stress that spectators must leave their own (un-entered) dogs at home. *(Events holding day-of-show attractions (e.g. Dock Diving, Fast CAT) may want to allow un-entered dogs on site.)*
- Prepare a list of stewards or confirm with stewarding organization that they are prepared
- Confirm there will be electricity available, if applicable
- Review each committee's assignment and finalize reporting times
 - o Secure volunteers for various duties as needed
 - o Verify that all printed material needs for organizing the event have been arranged for (e.g. directional signs, handicap parking, official parking, grooming, Show Secretary)
- Arrange for telephone service at the event site or make sure at least two members with cell phones will be on the grounds during show hours. (Grounds should have adequate cell phone coverage or a phone.)
- Confirm food service for judges, workers and invited guests. Arrange for early morning set-up if providing coffee and/or breakfast
- Confirm orders for incidental items such as chairs, tables, table covers and other items your club may need
- Confirm [Disaster and Emergency Plan Requirements](#) are met or are arranged for the event
- Verify that Veterinarian services have been arranged and is correctly identified in all documentation

Two Weeks Before the Show

- Identify an Event Committee with a minimum of five club members (This is required for any AKC event.)
 - o Event Committee must have a chair. The Show Chairperson is the default Event Committee chair.
 - o Event Committee has authority to act in the name of the AKC to enforce AKC rules during the event.
 - o Event Committee should review [Dealing with Misconduct at AKC Events booklet](#) and [slideshow](#)
 - o It is recommended that the Event Committee run a mock trial to prepare for handling an incident.
- Ensure that grounds will be ready; grass mowed, water available, etc.
- Verify that Hospitality Chair has made all reservations for accommodations and food
- Check to see that all necessary equipment will be available for the show
- Verify that the Treasurer will have the required means of payment for judges and vendors utilized by your club. If applicable, there should be sufficient cash/change for the gate, catalog and parking attendees. Determine the plan for acquiring change, if needed, on the day of the show.

One/Two Days Before the Show

- Confirm that show site set-up is following your Club's planned layout
- Distribute directional arrows and posters to the Grounds Committee
- Verify the placement of concessions
- Oversee the set-up of rings, tents, grooming areas
- Check that all items requested/ordered are at the site

Day Before the Show

- Set up exercise pens
- Make one last check of the show site
- Confirm with all key personnel their expected reporting time for the day of the show

Day of the Show

- Arrive at least two hours before the start of judging
- Walk the grounds to be certain that everything is in order
- Ensure that a properly completed and signed copy of the [Disaster and Emergency Plan](#) form is available at the event. Copies should also be supplied to all Committee Chairs.
- See that the following booklets and documents are available (*Superintendents should have documents.*)
 - [Rules Applying to Dog Shows](#)
 - [Rules Applying to Registration and Discipline](#)
 - [Dealing with Misconduct at AKC Events booklet, Slideshow](#)
 - [Event Committee Hearings Procedural Checklist](#)
 - The Complete Dog Book or a set of all breed standards
 - [AKC Show Manual](#) (*online or printed by your club*)
 - [Rules, Policies and Guidelines for Conformation Dog Show Judges](#)
- Provide the following when applicable:
 - [Junior Showmanship Regulations](#)
 - [Obedience Regulations](#)
 - [Rally Regulations](#)
- See to the colors and national anthem before the start of judging
- Meet with the AKC representative, if present, first thing the morning of the show
- Check with all committee chairs to verify their responsibilities are in order
 - For all committees responsible for money collection (e.g. Parking, Catalog Sales, etc.) arrange for money pickups through the day
- Check in judges and see that the ring schedule is maintained

For more information on putting on the best event possible, please review the [AKC SHOW MANUAL](#).

Please contact the Club Development Department at clubdevelopment@akc.org with any questions.