

Checklist

There are many small details that go into the conduct of a well-run show. Here are certain things in common to all AKC events. Reviewing the checklist before the day of the club's show should help prevent overlooking some of the details that are so important for holding a well-organized, well-run event. For weekend AKC assistance contact the Weekend Club Hotline 1- 800-252-7894 and leave a message for the appropriate department.

PERSONNEL

Traffic directors
Set-up and clean-up personnel
Entry takers to accept entries and to prepare
Judges Books
Stewards

RING EQUIPMENT

___ Ring Dividers
___ Placement Markers
___ Mats, if necessary
___ Judging Tables
___ Chairs
___ Armbands, include extra blanks and a felt tip marker.
___ Rubber Bands
___ Poster boards marking ring assignments
___ Cash box and change
___ Tape Measure
___ Placement Ribbons
___ Judges Books

MISCELLANEOUS EQUIPMENT

___ Potable Water
___ Sanitation Facilities (Animal and Human)
___ Designated Exercise pens
___ Clean-up Equipment
___ Tables and Chairs for entry takers
___ Trash Receptacles

___ Identification Badges for Event/Club Officials
___ Food Concession (if duration is more than a few hours)

PUBLICATIONS

(Part Numbers for ordering are in parentheses)

___ Show/Trial Manual (PBSHW1)
___ Rules Applying to Dog Shows (RREGS3)
___ Open Show Regulations
___ AKC Breed Standards
___ FSS Breed Standards
___ Dealing with Misconduct (RDMSC4)

All of the above publications may be ordered from the AKC's Website at www.akc.org or you may contact Customer Service at (919) 233-9767.

EMERGENCY PREPARATION

___ Closest available veterinarian or 24-hour veterinary clinic
___ Closest hospital and telephone numbers for ambulance service, police and fire departments
___ First-Aid Kits for animals and humans