

12 months to 6 months before the show	
Hire Superintendent and sign contract Onofrio Mary Beth: Mary.B.James@onofrio.com	General Chair
Apply to AKC for show date - at 24 weeks before show https://www.apps.akc.org/apps/eventplans/index.cfm?_ga=1.75591637.1369548166.1464026727 CLUB ID: CLUB4384 Password: PCFRGR43	General Chair
Appoint Chairs and Committees https://docs.google.com/document/d/1zFLPgn0E-M2Kpn6TpiJV-QtUQxvrShM4v7bAueqUmzM/edit	General Chair
Create budget and review timeline and duties for each committee	All committee chairs and Treasurer led by General Chair
Contact and Hire judges Work with Chinitmini Judges Chair Future: Wanda Spediacci wandaspediacci@gmail.com	General Chair
Contract with All-Breed Club All Breed Club: Chintimini DFA Chair: Sue Pisas scpicias@gmail.com Future: Karen Houle cell: 503-910-6223 bravado.houle@gmail.com	General Chair
Contract with Venue if necessary Linn County Expo Center	General Chair/Grounds Chair
Obtain proof of insurance for event	Treasurer/General Chair
6 months to 4 months before the show	
Choose a theme for the show	Whole Committee
Choose trophies and solicit donations	Trophy Committee
Order ribbons	Ribbon Chair
Contact a Veterinarian to be on call	General Chair
Contact Photographer	General Chair
Solicit advertising for catalog if relevant	Catalog Advertising Chair
Hire Specialists for health clinics if relevant	Health Clinic Chair

Secure space for Health clinic	General Chair/Grounds
Contact venue caterer for workers/judge's lunch	Hospitality Chair
Submit Ad to GR News if relevant	Publicity Chair
Advertise on Social Media/Email Lists	Publicity Chair
By 18 weeks	
Submit judges to AKC for approval - 18 weeks prior https://www.apps.akc.org/apps/eventplans/index.cfm?_ga=1.75591637.1369548166.1464026727 CLUB ID: CLUB4384 Password: PCFRGR43	General Chair
Submit trophy list to General Chair	Trophy Chair
Finalize premium list and submit to Superintendent-- 18weeks before show	General Chair
4 months to 2 months before the show	
Share information about the show, including judges and special attractions	Publicity Chair
Solicit volunteer ring stewards or hire stewards if necessary	Chief Ring Steward
Purchase trophies	Trophy Chair
Order toys for Sweepstakes entries	Sweepstakes Chair
Ensure all equipment and necessary ring stewards are arranged for obedience classes	Obedience Chair
Design and arrange for decorations/tablecloths/etc	Decorations Chair
Order tables and chairs through Chintimini or Expo Center	General Chair/Grounds
Contact judges to confirm travel plans	General Chair
Arrange hotel rooms for judges through All Breed club	General Chair

Gather Raffle and Auction items	Raffle Chair
2 month to 1 month before the show	
Submit donors list for raffle and auction items to General Chair	Raffle Chair
Submit donors to trophies to General Chair	Trophy Chair
Submit Catalog Advertisements to General Chair	Catalog Ad Chair
Submit Dedication, if relevant, donors list and catalog ads to Superintendent, and number of catalogs to be printed-- 4 weeks before show	General Chair
Share information about the show before closing date	Publicity Chair
1 month before show	
Arrange for morning hospitality	Hospitality Chair
Confirm workers and judges lunch	Hospitality Chair
Finalize decorations and recruit volunteers to help	Decorations Chair
Build raffle baskets and frame auction items	Raffle/Auction Chair
Arrange for volunteers at health clinic	Health Clinic Chair
Finish purchasing and organizing trophies	Trophy Chair
Pick up ribbons	Ribbon Chair
Ensure we have tables, chairs, garbage cans, poop scoops, brooms, power for grooming spaces	Grounds Chair
Assist committee with finding volunteers	General Chair
Gather ring hospitality items	Chief Ring Steward
Confirm ring stewards	Chief Ring Steward
Confirm photographer and veterinarian	General Chair
Get judges thank you gifts	General Chair
Submit expenses to Treasurer	All Committee Chairs

Pay outstanding bills	Treasurer
1 day before show	
Bring materials to show grounds	All Committee Members
Transport judges if needed	General Chair/Hospitality
Day of Show	
Be available to address questions as they arise and assist all committee members as required and lead bench hearings if required	General Chair
Oversee events related to their committee, submit final expenses to treasurer	All Committee Chairs
Pay outstanding bills as they arise Pay judges as per their contract	Treasurer
Clean up after show	All Committee Members
After Show	
Pay outstanding bills and receive money from Superintendent	Treasurer
Submit report to GR News	General Chair