

THE

CSPCA NATIONAL

SPECIALTY HANDBOOK

Written by Mike Hardy
Reviewed by Ann Cookson, Jessica Tauber, Stephanie Weise

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Chinese Shar-Pei Club of America, Inc.

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INTRODUCTION

The purpose of the Chinese Shar-Pei Club of America National Specialty (“National”) is to showcase all aspects of the Shar-Pei -- as a show dog and as a performance competitor. To accomplish this purpose, the CSPCA may hold Conformation, Junior Showmanship, Obedience/Rally, Agility and other events to honor our dogs. This celebration of the Chinese Shar-Pei brings together CSPCA members, Shar-Pei owners who are not CSPCA members, and interested individuals from the public. Since the National serves as an ideal venue for presenting educational material relevant to the continued welfare of the breed to all these people, educational programs will also be presented.

The complexity of staging the National has grown and the possibility of more than 200 dogs converging on one city for what has evolved into at least a week of events is daunting. The purpose of this Handbook is to make staging the entire National easier. Numerous people, based on their knowledge and experience, have been asked to provide some general guidelines that will hopefully ensure that the National is enjoyable for exhibitors, spectators, and workers. Successfully completing this event provides enormous pride to all involved.

MAJOR CONSIDERATIONS

Number of people. A core of at least 20-25 volunteers is required who can make a commitment to planning, organizing and executing all the activities that go into hosting a successful National. Additional volunteers will also be needed to help in the actual running of events. Some manpower may also be hired from local service organizations.

Show site. A room is needed to accommodate a ring per AKC recommendations for a National Specialty 48’ X 64’ to 74’. Adequate gallery space is needed around the rings. In addition, ample areas for vendors, food concessions, judge’s hospitality, catalog sales, show chairman, the show photographer, the CSPCA booth, trophy display. The room should be at a minimum 7,500 square feet. Additionally, enough grass to exercise your dog(s) and adequate parking (including space for RV’s), is required.

Host Hotel. The Host Hotel must have rooms and banquet facilities to accommodate a minimum of 100 to 150 people. Smaller meeting rooms will be necessary for meetings and seminars, as well as hospitality suites. Adequate dog exercise areas and parking must be available. Usually the show site and host hotel are one and the same however a conference center located next to the host hotel is also acceptable.

Dates for the National. The CSPCA has stipulated that the National will be held the last week of September, any week in October or the first week in November. October is preferred.

Finances. A budget must be turned into the BOD. The budget needs to be completed by the CSPCA Treasurer. It is recommended that the budget not be established by one person. Each chair should be given the opportunity to assemble budgets for their own events and submit to the CSPCA Treasurer who will pull them all together.

CSPCA POLICIES AND REQUIREMENTS

Approval. Effective 2019 the National rotates on a four-year cycle between zones as follows: East (Zone 4), West (Zone 1), East Central (Zone 3) and West Central (Zone 2). Each zone is made up of specific states throughout the country. The Procurement Committee begins in January to coordinate with members and a procurement company, to obtain bids for the National. In April, the Procurement Committee presents to the BOD their recommendation, with rationale, the venue with the best bid. The BOD will make a motion on whether to approve the recommendation at the April BOD meeting.

After Approval. Once the BOD has approved the venue for the National, there are a variety of other requirements that should be understood and completed. The following information covers these requirements:

Communication. After approval has been granted, it is imperative that the Show Chairman or Co-chairman maintain contact with the CSPCA BOD. All contracts need to be sent and reviewed by the Procurement Committee prior to final signatures. This is done to make sure that no undesirable surprises occur after the contracts are signed and unexpected situations arise.

Requirements and Preparations.

CSPCA Secretary. The Secretary will file in the BOD Drop Box all pertinent documents to include but not limited to contracts, AKC application, judges panel, premium list and catalog, dates and minutes of any BOD and committee meetings at the National.

CSPCA Treasurer. The CSPCA Treasurer is responsible for writing reimbursement checks. The Treasurer will also receive any concession checks from sponsors. The Treasurer will complete a financial report showing income and expenses with net profit or loss. The Treasurer will be the Board's contact with the hotel regarding financial matters, and will set up a master account for CSPCA expenses. The hotel will also be supplied with a Board rooming list, usually for the judges, indicating arrival and departure dates and what expenses are covered. The Treasurer or designee will collect all money from National sales and fundraisers daily or at the end of the National week, as is appropriate.

Membership Committee. The Membership Committee will prepare the CSPCA membership list to be used for sending premium lists. This can be supplied to the Show Secretary on the format preferred. The membership committee will be provided with a free catalog for identifying and contracting new exhibitors to encourage them to join the CSPCA.

Trophy Chair. The Trophy Chair shall coordinate with the Show Coordinator regarding the shipping, storage and display of CSPCA trophies. The Trophy Chair will send to the Show Coordinator a complete, accurate and updated list of CSPCA trophies for inclusion in the catalog.

Club Banner. The Club Banner will be shipped and displayed either at the show site or at the hotel. Location and set-up and take-down must be coordinated with the Grounds/Equipment Chair.

Trophy Donation. CSPCA will donate up to \$100 for each of the following trophies:

Best of Breed

Best of Opposite Sex

High in Trial

High Combined

Mailing and Printing. The CSPCA will pay the Show Secretary expenses. The premium list will be sent electronically with only a limited number printed upon request.

Grounds and Maintenance. Grounds and Maintenance is responsible for the cleanup supplies, at the hotels and/or show site. An estimated dollar amount for the supplies shall be included in the National Budget.

Stationary. The CSPCA Secretary will ensure ample supply of CSPCA stationary will be forwarded to the National Specialty Committee Chairs to be used for all official correspondence including communications with judges, hotels and vendors.

CSPCA Publications. The National Specialty shall receive free advertising beginning with the first issue of The Express Newsletter and The Barker the year preceding the National Specialty. The internet is also a viable means of communication.

Insurance. Many show sites and hotels may require proof of insurance. CSPCA carries insurance for comprehensive general liability. Give our current insurance representative the name of the individual to whom proof of insurance should be sent and this will be provided. **CSPCA insurance only covers CSPCA!** Allow adequate time for obtaining this proof of insurance. Each venue you use may require a copy of proof of insurance. Submit your request at least four months out.

Annual Meeting. The Annual Meeting is an important and integral part of the National. The room should be set theatre style; there should be a long, skirted head table where the Board will be seated. This set up should accommodate 14 people: the Board and a Parliamentarian if needed. A microphone and podium should be provided. Floor microphones may also be used. The meeting room should accommodate approximately 100 people. CSPCA BOD will conduct the annual meeting. **CSPCA will contribute towards the cost of refreshments.**

Annual Awards Banquet. The Awards Committee Chairman needs to request a list of those who will be receiving awards from the Program Leads at least 6 months out. The Chairman is

responsible for contacting the hotel catering department to select the menu for the banquet. The room should be set with a minimum of 8 to 10 round tables that seat 8 people each; there should be 3 to 4 skirted tables to set up awards. A microphone and podium should be provided. Floor microphones may also be used. The meeting room should accommodate approximately 100 people.

The Beverly Thornton-Wall Rescue Raffle. The Raffle is the responsibility of the Raffle Chairman. The Raffle is the prime revenue-producing event of the year for the Rescue Fund. A separate room with adequate tables and chairs is needed unless there is space in the Ballroom.

CSPCA Sales Booth. CSPCA must be provided with booth space for the sale of CSPCA items. Generally, a 20' x 20' space with adequate tables and chairs is needed.

CSPCA Board of Directors Meeting. This meeting is not required; however, it would be a nice way to get the BOD together to discuss how Nationals is going and opportunities to get acquainted with newly elected members as well as those members we have not met in person.

CSPCA Affiliated Clubs Meeting. This meeting is not required but would be a nice meet and greet. The Affiliated Club Committee Chairman would be responsible to organize this meeting. It would be a good time to distribute any information or discuss any issues with the Affiliate Clubs.

Educational Seminars/Meetings. These educational seminars cover a broad range of topics pertinent to today's Shar-Pei owner or breeder including but not limited to health, reproduction, temperament, training, etc. Suggestions on topics and speakers should be sent to the BOD. The scheduling of these Educational Seminars shall be coordinated between show events.

AKC Conformation Judges' Education. The CSPCA Judges' Education Committee is responsible for organizing and executing this program. A meeting room, separate space for dog evaluations, and seats at ringside during Conformation judging is required.

Rescue Meeting. A meeting of the member clubs' rescue delegates and other interested individuals can be held but is not required.

Participation of the Show Chairman and Other Members of the National Specialty Committee. It is CSPCA policy that the Show Chairman and Show Co-Chairman shall not enter or have shown a dog in any National event. Additionally, anyone whose position puts them in direct contact with a judge prior to their assignment should not exhibit to that judge.

Premium Lists. The means of distributing the Premium list to all members will be by electronic communication. The AKC rule is the Premium List will be distributed 5 weeks before the closing date. The closing date is 2 weeks before the actual event. This should occur about 9-10 weeks before the National. Adequate time should be allowed to prepare the material and get it proofread by CSPCA before submitting it to the Show Secretary for publishing and mailing. Discuss the requirements of mailing the premium lists to Canadian and overseas members with the Show Secretary.

ITEMS TO BE SUPPLIED BY CSPCA

A copy of this handbook available on website.

An ample supply of CSPCA letterhead and envelopes.

A copy of proof of CSPCA's insurance policy for the show site and hotel.

Requirements of the CSPCA Board of Directors for the CSPCA annual membership meeting and other meetings, seminars or events. This should include times, places, equipment, food, etc.

A membership list with e-mail addresses.

An accurate list of CSPCA trophies for inclusion in the catalog.

Die of CSPCA logo for rosettes.

A list of persons requiring hotel rooms prior to reservations being open.

The National Club Banner.

Reimbursement checks upon request from the CSPCA Treasurer.

THE SHOW CHAIRMAN

General Considerations. The entire National is the responsibility of the Show Chairman. This person holds the event together, answers or finds the answers to all questions, deals with the CSPCA, and coordinates with the National Specialty Committee (Attachment A). The Show Chairman shall be selected by the CSPCA BOD. This person must be able to meet the time commitment, qualifications/requirements and be able to perform the duties/responsibilities as listed.

Time Commitment. This should be at least a two-year assignment for organization and planning, leading up to and through the event. There is also a two to three-month period after the National is over when letters of appreciation are sent, the financial statement is prepared, and the Specialty Report is submitted.

Requirements.

Should have experience in organizing at least one major dog show event—Knowledge of the AKC's Rules Applying to Dog Shows and the Junior Showmanship Regulations.

Should be able to apply basic management practices: Set priorities, Make decisions, Delegate authority, Conduct committee meetings, Compile records.

Should have strong organizational skills.

Should have good communication skills, both written and verbal.

Must be a member of the CSPCA for a minimum of two years.

Must be willing and able to coordinate with the National Specialty Committee members.

The Show Chairman can appoint a co-chairman to assist in all areas and assume responsibility in the Show Chairman's absence. Under no circumstances is this person to take over the duties of the Chairman due to negligence on the part of the Chairman.

Duties and Responsibilities.

Overall responsibility for planning, conducting and reporting the results of the show.

Ensure that the event application, judges panel, and other necessary documents are submitted to the AKC by their deadlines.

Ensure that the premium list material is submitted to the show secretary/superintendent by the deadline.

Coordinate with all National Specialty Committee chairs who are responsible for their own areas.
Coordinate with the National Show Coordinator if applicable.

Contract a show secretary or superintendent if applicable. ***(All contracts must be reviewed by the Procurement Committee and approved by the BOD before signatures are obtained)***

Contract an official show photographer if applicable. ***(All contracts must be reviewed by the Procurement Committee and approved by the BOD before signatures are obtained)***

Arrange for appropriate starting funds for all persons responsible for money collections. (Parking, Catalog Sales, Clothing)

In coordination with the National Specialty Committee and CSPCA establish an event schedule if applicable.

Maintain contact with the CSPCA BOD.

Assist with the proofreading of the premium list.

Prepare and proofread National Specialty information to be published in the Express Newsletter and The Barker.

Coordinate with the CSPCA Treasurer, make sure the financial report submitted to CSPCA is complete, accurate, and on time.

Prepare a detailed report of the entire Specialty for the CSPCA Board of Directors within 60 to 90 days after the National.

Write letters of appreciation to committee members, volunteers, hotels, judges, suppliers, and anyone else deemed appropriate. **This is not mandatory but considered a nice gesture.**

Make sure that the write-ups and appropriate photos of all National Specialty events are submitted to the Express Newsletter and The Barker according to requirements.

Participation in Specialty Events.

It is customary that the Show Chairman does not enter, show or run a dog in any of the competitive Specialty events recognized by AKC.

TREASURER

The CSPCA Treasurer deals with the funds, accounts and monies generated by all aspects of the National. However, the CSPCA may at their discretion appoint a different person as the National Treasurer.

Requirements if not completed by CSPCA Treasurer.

The person must be accurate and honest.

The person should have some experience in managing budgets and finances.

The person must have computer equipment and skills (Excel), including the ability to prepare financial spreadsheets.

Duties and Responsibilities.

Establish a National Specialty financial spreadsheet that is separate from the CSPCA treasury.

The Treasurer will receive all monies paid in, keep accurate records, and pay all authorized bills. Make sure all committee members know what will be reimbursed and that they need to turn in receipts. Entry money will go directly to the secretary/superintendent for each event. It is preferable that the Treasurer receives the money directly for other items, with the following exceptions:

- a. Catalog advertising. The checks for the advertisements should be sent with the ad copy directly to the Advertising/Catalog Chair before turning the monies over to the Treasurer.
- b. Trophy donations may be received by the Trophy Chair, who makes an accounting before turning the monies over to the Treasurer.
- c. Invitational accounting will be received by the Invitational Chair. Credit cards and PayPal may be used and recorded by the Treasurer who then reports to the Invitational Chair.

The Treasurer should work with the Show Chairman and other Committee chairs to assemble a budget document. This document is used throughout the planning stages to understand the potential income and expenses of each event. These "budgets" should be used to help plan entry fees, costs of trophies, the level of hospitality, etc.

The Treasurer should prepare a "Reservations" page to go into the premium list. This task can be delegated to a RSVP Chair. This page should include reservations for meal functions, all events, catalogs, any pre-order sale items such as pins, hats, or clothing, general trophy donations, and space for any other paid events or items. This form will save the exhibitor time, will jog the memory for things that

might otherwise be overlooked, and will provide a simple, accurate accounting of who spent money on what. Use whole dollar amounts for the price of all items. **Photocopying the completed forms and placing them alphabetically in a 3-ring binder to have at the show will help answer numerous questions from individuals who forgot what they ordered.**

The Treasurer should establish an account with MasterCard/Visa/American Express to allow use of those cards for all Specialty functions and items.

Supply cash advances and change for catalog sales, clothing sales and raffle sales.
Coordinate a cash pick-up schedule with the Show Chairman.

The Treasurer will pay all bills, both prior to and after the Specialty. Bills for the most expensive outlays - trophies, catalog printing, premium list mailing, logo clothing -- may come due prior to depositing the entry money.

The Treasurer will prepare a financial report of the event, with the assistance of the National Specialty Committee Chairs for the BOD.

Distribute designated donations to the beneficiary(s) if applicable.

Begin budget cycle for next year's National Specialty.

BUDGETING AND FINANCES

General Considerations. Budgeting is perhaps the single most important preparatory consideration for Nationals. Proper financial planning can mean the difference between a reasonable profit and a large loss on a National. Review of financial reports from several past Nationals is an excellent example of how budgeting should be done and the sorts of budget items that need to be considered.

When planning the budget, begin with the assumption that you wish to break even when all income and expenses have been accounted. Experience has shown that it is best to use low estimates for income based on anticipated entries and high estimates for expected expenses. Use entry numbers from CSPCA National Specialties held in your Region in past years as base estimates. This "base entry estimate" will prove invaluable in setting your entry fee. Another good guideline in setting the entry fee is to base it on that used by all breed clubs in your area. Don't be afraid to adjust the entry fee if it is necessary to balance your budget. Overestimates can be returned to exhibitors in a variety of ways, especially in hospitality.

When preparing the budget, keep in mind that the bulk of the income will come from conformation, obedience, agility (if offered) entries, catalog sales, and merchandise sales. If a Sweepstakes is held, remember that the CSPCA may keep only 35 % of the entry fee-- the rest is returned as prize money-- so it is unlikely that any profit will be made on this event. Budget categories like grounds, trophies, hospitality, merchandise, judges, photographer, awards and show secretary are also major cost factors. **Think of the National, not as separate events that do or do not pay for themselves. Make the "whole**

event” balance or provide a small profit when considering costs and income for setting costs for events and entry fees.

One approach for assembling the various parts is to allow the Chairs of each category (Events, Grounds, Sales, etc.) to assemble the budgets for their events and to pull these all together. Once the assembled budget is examined, then balance the overall budget by adjusting entry fees, vendors fees, sales item cost, etc. This way, no one person must do the entire budget from the outset. This works well with the concept that each event need not make money but the overall event should break even or show a modest profit.

Banquets and other food-related projects, while adding to the amount of money collected and spent, are usually "washes" in the sense that the amount of money charged should cover the actual costs. Do not forget to include sundry items such as name tags, table cloths, flowers, etc. when budgeting these events. Remember to include this type of expense when figuring what to charge per person. For example, if the hotel is charging the club \$35 per person, charge \$40 to cover table favors and other incidentals. This mark-up can also be used to cover the "free" dinners given to judges and/or other special persons at the banquet.

Sponsors. Actively seek local sponsorships from companies and the local Visitor Bureau. In return for a large donation (at least \$2,500) the entity receives the right to have its name and logo included as part of the National advertising.

Superintendent or Show Secretary. In figuring expenses, one question that always arises is whether to contract for the services of a professional show superintendent or a show secretary.

Using a professional superintendent is the easiest but also the most expensive way to go. Some are considerably more expensive than others. If the CSPCA plans to use a professional superintendent, investigate all available superintendents and compare their rates. The Procurement Committee will compare the contracts carefully and make a recommendation to the BOD. The superintendent will print both the premium list and the catalogs. He will provide a mailing list of exhibitors who may not be CSPCA members. The superintendent must be provided with mailing lists or labels of CSPCA members, which can be obtained from the CSPCA Membership Committee, so that he can mail these along with his own mailing list. These two lists are merged prior to mailing to avoid duplication. Other individuals who **must** have premium lists mailed to them are the vendors and **all** the judges. The superintendent will pay all costs associated with printing and mailing the premium lists. He will collect the entry fees and do all the necessary processing of entries. He will mail out the judging schedule to all exhibitors. All superintendent fees are then deducted from the money received as entry fees, and a check will be issued for the remaining balance the day of the show. The superintendent may

or may not provide all ring equipment. He will be responsible for having all the necessary items at the show, and AKC will hold him responsible for any procedural errors. After the show, he will forward the results and all necessary paperwork to AKC.

Another alternative is to hire a professional show secretary. A show secretary will handle the mailing of premium lists, receipt and processing of entries, and can also produce the show catalog. He does not provide any ring equipment. The show secretary will be present on the day of the show to handle any problems related to entries. He will not be responsible for any problems not directly related to his contractual duties. However, since the duties of a show secretary are less extensive than those of a superintendent, the fees will be lower. If the CSPCA uses a show secretary the CSPCA must be certain that they have access to all necessary equipment required for the show and obedience trial. A detailed description of the duties of show superintendents and show secretaries can be found in the *AKC Show Manual*.

If you elect to have a professional show secretary, make certain that individual can handle the large number of entries for the National.

Although both a superintendent and a secretary will print and mail the premium list, you will need to prepare it yourself. The National premium list contains many unique sections and cannot be based on an all-breed premium list. There are numerous examples of previous premium lists to assist in this endeavor. Before the premium list is sent to the superintendent/secretary for printing and mailing, a draft must be sent to the CSPCA BOD for proofing.

SCHEDULE OF EVENTS AND OTHER CONSIDERATIONS

CSPCA specifies that the National must take place the last week of September any time in October and the first week of November.

Length of time.

The conformation portion must be allocated two days. The obedience/rally portion should be allocated one day.

The National should extend over at least four days.

Additional events will require additional time. The following are considered additional events:

- Regional Specialty (sponsored by an Affiliated Club or the National Club)
- Futurity/Maturity
- Sweepstakes

Temperature/Weather

Be prepared and plan for the little jokes of Mother Nature such as drenching downpours, record heat waves, and unseasonably early snowfalls. An indoor show site is always preferred.

Local Events

Be careful of scheduling against an established all-breed show within the AKC 200-mile limit. Although AKC will allow overlap between a national specialty and an all-breed show, it is best to avoid this situation if possible. The other show committee will have to release Shar-Pei and may not be willing to do so. Obtaining permission will delay AKC approval of the National applications. If you know there is a potential conflict, try and get written permission from the other event before submitting the application.

OTHER SCHEDULED EVENTS

Annual Awards Banquet. The “banquet” is usually held Wednesday evening. This is an informal sit-down dinner with a cash bar. Persons and dogs that qualify are recognized and given their award during this event.

CSPCA Annual Meeting. Sometime during National week CSPCA must hold its annual membership meeting as specified in the By-Laws. This meeting is usually held Wednesday afternoon. The CSPCA Secretary is responsible for organizing this meeting. Make sure that the hotel is told how the room is to be configured (usually theatre style), and what audio/visual equipment is needed.

The Beverly Thornton-Wall Memorial Raffle. Renamed in 2017, this is the primary fund-raiser for the Chinese Shar-Pei Rescue groups. The raffle is held throughout several days of the National.

Member Education Program. CSPCA provides an educational program for breeders and members.

Special hospitality considerations. It is a nice touch if hospitality can be available. Suggestions include continental breakfast, waffle or omelet bar, snacks and drinks, lunches. Another tradition with considerable merit is some sort of welcome party the night after the Regional Specialty Show. This is informal and gives people a chance to meet old friends and make new friends. A friendly social event like this can set the tone for the rest of the week.

TROPHY CHAIRMAN

Duties and Responsibilities.

Work within the budget established by Trophy Committee.

Secure rosettes and trophies for event.

Secure Challenge Trophies and ensure they are clean and engraved if applicable.

Complete a spreadsheet of all trophies, donation amounts and sponsors. (Attachment B)

Trophies in honor of dogs may only be offered in memory of deceased dogs.

Trophies in honor of people may only be offered in memory of a deceased person or a person who is no longer an active breeder or exhibitor.

Bill and collect for trophy donations; may be coordinated with the Treasurer.

Prepare a final report of income and expenditure for the trophies.

Plan to ship trophies and rosettes to the host hotel.

Confirm that all trophies listed in the premium list are on hand, or that a replacement is available.

Set up trophy table.

If trophies are being presented in the ring, they must be distributed to the ring.

TROPHIES AND ROSETTES

Rosettes. Rosettes need to be ordered for all class placements as well as for the major award winners. See attached exhibit for current National Specialty Rosettes. Sizes should not be smaller than those listed on the exhibit. **The AKC Show Manual specifies the appropriate color for all regular and non-regular classes.**

Conformation: 1st through 4th place in each of the following regular classes for both dogs and bitches:

Puppies 6 mos. up to 9 mos.	Bred by Exhibitor Brushcoat/Horsecoat
Puppies 9 mos. up to 12 mos.	American Bred
12 mos. up to 15 mos.	Open Brushcoat
15 mos. up to 18 mos.	Open Horsecoat
Novice	Veteran 7 years and older Brushcoat
Amateur Owner Handler	Veteran 7 years and older Horsecoat

Junior Showmanship will need first through fourth rosettes in classes being offered.

In addition to the class rosettes the following conformation rosettes are awarded:

Winners Dog	Select Bitch
Reserve Winners Dog	AKC NOHS Best of Breed
Winners Bitch	Best Veteran

Reserve Winners Bitch
Best of Breed
Best of Winners
Best of Opposite Sex
Select Dog

Best Puppy
Best Bred by Exhibitor
Best Junior Handler
Reserve Best Junior Handler

"We Made the Cut" buttons can be offered for those making the cut, but not placing in the conformation classes. They can be extremely popular and be handed out by the stewards, takes little time, and provides a nice souvenir. (Suggestion Only)

Obedience/Rally:

Highest Scoring Dog in Regular Obedience Classes
Highest Combined Score in Open B & Utility Classes
New Title Obedience or Rally at this Trial
Qualifying Score in Obedience or Rally

Sweepstakes: 1st through 4th place in each of the following classes for both dogs and bitches:

Puppies 6 mos. up to 9 mos.
Puppies 9 mos. up to 12 mos.
12 mos. up to 15 mos.
15 mos. up to 18 mos.

Veteran 7 yrs. up to 8 yrs.
Veteran 8yrs. up to 9 yrs.
Veteran 9 yrs. up to 10 yrs.
Veteran 10 yrs. up to 12 yrs.
Veteran 12 yrs. up to 14 yrs.
Veteran 14 yrs. and older

In addition to the class rosettes the following sweepstakes rosettes are awarded:

Best in Puppy Sweepstakes
Best of Opposite Sex in Puppy Sweepstakes

Best in Veteran Sweepstakes
Best of Opposite in Veteran Sweepstakes

Futurity/Maturity: 1st through 4th place in each of the following classes for both dogs and bitches by coat type:

6 mos. up to 9 mos. Puppy
9 mos. up to 12 mos. Puppy
12 mos. up to 15 mos. Junior
15 mos. and older Junior

Maturity

In addition to the class rosettes the following futurity/maturity rosettes are awarded:

Best Futurity Puppy Dog Brushcoat
Best Futurity Puppy Dog Horsecoat
Best Futurity Junior Dog Brushcoat
Best Futurity Junior Dog Horsecoat
Best Futurity Puppy
Grand Futurity Winner

Best Futurity Puppy Bitch Brushcoat
Best Futurity Puppy Bitch Horsecoat
Best Futurity Bitch Brushcoat
Best Futurity Bitch Horsecoat
Best Futurity Junior

Best Maturity Dog Brushcoat
Best Maturity Dog Horsecoat
Grand Maturity Winner

Best Maturity Bitch Brushcoat
Best Maturity Bitch Horsecoat

Selection of Trophies. Selection of trophies is a major decision which will consume a large portion of the budget. Trophy donations must be actively solicited to offset their costs. A win or placement at the National is a significant accomplishment and participants always appreciate a trophy as a memento. While trophy costs shouldn't cripple the budget, the quality should reflect the significance of the event. It's useful to remember some people fly to the National, so trophies shouldn't be too large or too fragile. The list of possibilities is seemingly endless, so start early and look at a variety of items before deciding on what to select.

Trophies are awarded to the following winners:

1st place winners in all regular and non-regular classes

Best of Breed

Best of Opposite Sex

Winners Dog/Winners Bitch

Best Bred by Exhibitor

Stud Dog/Brood Bitch

AKC NOHS Best of Breed

Rsrv Best in Junior Showmanship

Best of Opposite in Sweepstakes

Best of Opposite in Veteran Sweepstakes

Best Futurity Puppy

Best Brushcoat Puppy Dog/Bitch Futurity

Best Brushcoat Junior Dog/Bitch Futurity

Grand Maturity Winner

Best Housecoat Dog/Bitch Maturity

Best of Winners

Select Dog/Select Bitch

Rsrv Winners Dog/Rsrv Winners Bitch

Best Veteran

Brace

Best in Junior Showmanship

Best in Sweepstakes

Best Veteran in Sweepstakes

Grand Futurity Winner

Best Futurity Junior

Best Horsecoat Puppy Dog/Bitch Futurity

Best Horsecoat Junior Dog/Bitch Futurity

Best Brushcoat Dog/Bitch Maturity

Judge's Award of Merit (AOMs). These are awarded in the Best of Breed class. An eight-inch head with seven thirty-inch streamer rosette is appropriate. The color is to be determined by the Trophy Chair. Order ten percent (10%) of the Specials entry for conformation, rounding up. These are not to be awarded to the Best of Breed, Best of Opposite Sex, or Best of Winners recipients. Make sure the judge understands the purpose of the AOMs and who is eligible before judging begins. **Also understand that there is no ranking within the group of AOM's.**

CSPCA Challenge Trophies. Challenge trophies are offered for competition at the CSPCA Annual National Specialty Show. To attain permanent possession of these trophies, the same award must be won three separate times by the same owner, not necessarily with the same dog or at consecutive shows. The names of the winning dogs will be engraved on the trophy and held by the CSPCA, Inc. until it is won outright. Trophies may not carry any personal or kennel names; only dedications to deceased individual or dogs will be allowed. They are the responsibility of the CSPCA, Inc. Since they do not meet AKC guidelines, they **may not** be listed in the premium.

If applicable the Trophy Chairman is responsible for arranging the receipt, polishing and display of these trophies at Nationals. Bear in mind, that these trophies are large, heavy, and valuable. Trophies are awarded at the Annual Awards Banquet.

Currently there are four Conformation Challenge Trophies:

The Founders Challenge Trophy – Best of Breed

The AKC Delegates Challenge Trophy – Best of Winners

Bred-By-Exhibitor Challenge Trophy – Best Bred-By-Exhibitor

The Walter "Dugan" Skinner Memorial Trophy – Best Puppy in Sweepstakes

JUDGES HOSPITALITY CHAIRMAN

Requirements:

The person must be organized, personable, and accessible.

The person should have experience in planning and organizing meals or other social functions.

The person should have experience in making travel arrangements.

Duties and Responsibilities:

Plan meals, transportation arrangements, hotel accommodations, etc. for judges.

- a. Send letters to the judges confirming transportation and lodging. This letter should also inquire the preference of drink at the judges table and if they have any food sensitivities or restrictions.
- b. Make arrangement for the pre-event dinner, if any, and breakfast and lunch the day of the event. Inform all judges of those plans.

Send the judges a fact sheet with pertinent local information, such as:

- a. Information about the host hotel and restaurants in the immediate vicinity of the hotel.
- b. The usual weather conditions anticipated.
- c. Detailed travel directions and information on parking.
- d. Special local attractions.
- e. A map of the area.

Day of the Event:

- a. Organize the breakfast for the judges at the hotel. Provide coffee and tea at the event in the morning.
- b. Arrange transportation of judges to the event, planning for them to arrive at least 30 minutes before judging is scheduled to begin.
- c. Visit the ring periodically to check the needs of the judges and stewards. (drinks, towelettes, paper towels, hard candy etc.)
- d. Organize a luncheon for the judges, stewards.
- e. Arrange transportation of judges back to the hotel or airport.
- f. Coordinate with the Treasurer to distribute expense sheets to the judges.

After the Event:

- a. Send thank-you cards to the judges.

HOSPITALITY

General Considerations. Hospitality and all its components reflect the overall tenor of the Specialty. Long after people have forgotten how their dog did, they remember what kind of time they had. Their overall impression and final memories are mostly based on things dealing with hospitality. This is the place to concentrate a lot of your time, energy, budget and personnel. Don't skip or skimp on hospitality- not everything you do has to be expensive, but all the little niceties add up.

Hotel Relations. The selection of hotels for the National is very important. The hotel houses the participants and will create a significant portion of the impression that participants have of the National. Therefore, the CSPCA BOD established a Procurement Committee in January 2016 to accomplish the following: research and evaluate the ideal venue by a competitive bidding process, meet the best possible needs of the CSPCA and promote fair and open competition. The Procurement Committee

developed a standard Request for Proposal as well as an answer worksheet. The Procurement Committee works with members and a procurement company to obtain bids for the annual National two years prior to the event. Exhibitors will neither forgive nor forget poor hotel accommodations and food service. The services of a hotel and the attendant food service are not inexpensive, but they will save hours of aggravation and gain rave reviews of appreciation. The National is not intended to be a fund-raiser; money spent with the hotel and on food service will be repaid a thousand-fold in good will. The contract with the hotel is extremely important. **It is required that the CSPCA Procurement Committee review the hotel contract before it is signed.**

Choosing a hotel. Selection of a Host Hotel is among the first tasks for the National Specialty. Although listed on the RFP here are a few things that are taken into consideration:

Location

Ability to provide sleeping rooms for approximately 200 to 250 people

A banquet facility for 100 to 150 people as well as several additional meeting rooms

Experience in dealing with dog groups

Cost of sleeping rooms, type of accommodations, an occupancy number limit (people and/or dogs) per room, a "pet deposit" fee

How many free (comp) rooms per paid sleeping room will be given (1 per 50 is the standard). These free rooms can be used to house judges, various chairmen, or as hospitality rooms.

Cost of food service and willingness to try new approaches and new ways of serving if necessary or desired.

Parking availability. This should cover both automobiles and RV's.

Provision for exercise areas. These exercise areas should be large enough to handle the number of dog's present at the facility – the larger, the better!

Have maps made of the allowable areas with signs directing participants within the hotel to the designated zones

The hotel staffs. Most hotel sales people, the people who will take you on a tour of the hotel and will sell you on their facilities, are friendly and easy to talk with. That is what they're paid to do. You should also ask to meet the people you will be working with after you've made a commitment to the hotel. These include the food service, housekeeping, grounds, and maintenance staffs. These are the individuals who will determine what goes on during Specialty week. Make a point of being very clear on the needs of the group, what special services might be needed, how the grounds will be used and other special topics that may affect the daily routine of the hotel staff during the event.

CSPCA responsibility to the hotel. To ensure that the hotel also has a pleasant experience with a dog group, be very certain that they understand that the CSPCA will not tolerate any abuse of their rooms, grounds, or property. The CSPCA has an excellent reputation as a considerate dog show group. In keeping with this goal, here are some suggestions:

Provide the hotel with a list of rules for occupants/participants that lays out the do's, don'ts, can do's and can't do's very clearly. Some of these rules are mentioned here. These rules, as well as room reservation information, should also be available to the potential participants compiling the premium list.

Provide plastic sheeting free of charge to each exhibitor for each crate in the room. This will protect the carpet, can be purchased inexpensively in large rolls, and can be given out at check in.

Limit the number of crates in each room to four. This is two dogs per person in a double room. If an exhibitor has more dogs than this, they should book another room. It is a hotel room which allows dogs, not a kennel which allows people.

Dogs left unattended in rooms must be crated.

Dogs must be on lead in all hallways, elevators, and hotel grounds.

Designate exercise and non-exercise areas. Make sure the exercise areas are big enough (not a narrow strip along a fence). Provide numerous, heavy-duty, plastic lined trash containers, scoopers and/or poop bags. Police the exercise areas and the other grounds once or twice a day. Off-duty hotel employees can often be hired for this-- they are usually glad for the extra money. Shar-Pei owners have a good reputation for cleaning up after their dogs and wanting to leave the property in good condition. It is our responsibility to provide them with the means to do so. If you receive reports that people are not cleaning up after their dogs, send someone out with a video camera. Again, provide maps in the material provided upon arrival and use signage to direct owners quickly to these exercise areas.

Bring extra sheets to put over bedspreads to keep them unsoiled. The bedspreads can also be removed and stored prior to check-in.

Accidents will still happen. Make sure the guests report them and get clean-up help, rather than trying to hide the evidence until it is impossible (or very expensive) to clean up.

Make sure that the exhibitors understand that the hotel is part of the show grounds and that hotel abuse can fall under purview of the Show Committee. If you do have such an incident, use the power of the Show Committee to deal with the individual. Both AKC and CSPCA will stand behind you. **Print a notice to this effect in the Premium List so that all exhibitors are aware of it.**

Check daily with the heads of housekeeping, grounds, and maintenance to see if any problems have arisen. In this way, you can deal with them immediately and effectively. If they do report problems, deal with them immediately—don't hope they'll go away. The dog that barked in the room last night will undoubtedly do so again unless his owner is told to correct the situation.

Hotel Contract. The hotel contract is a very important document. Be sure to cover all the topics discussed in the RFP above with the hotel during the negotiation phase. Make sure that all requirements from both sides are included in the contract. Also, it is important to make sure that all liability is covered. A recent topic of concern would be the introduction of anti-dog legislation. Be sure to include some language in the contract that covers this topic. For example, the following wording might be included: "If the city of XXXXXX, State, which is in XXXXX County, should not allow the Chinese Shar-Pei breed to assemble, The Chinese Shar-Pei Club of America will not be liable for any cancellation charge or subject to any penalties." This is meant to provide protection in case any such legislation is introduced into the area where the National is to be held.

Other Hotel Assistance. Hotel personnel can be invaluable in handling odd requests such as ones for baby sitters. They deal with these sorts of things all the time, so make use of their knowledge and expertise. If possible, arrange to have the CSPCA trophies shipped directly to the hotel and stored there. This can save a lot of work. The hotel may also be willing to store dog food for pickup, items to be sold, CSPCA items, centerpieces for the banquet, etc. Space can be limited however, so decide prior to shipping these items. The hotel can also provide you with a print-out of who has registered, which can be very helpful in locating exhibitors.

Room Reservations. There is no perfect way to handle this. If there is one issue guaranteed to get people riled up, it is hotel reservations.

Publish the date at which time hotel reservations will be accepted. Make sure that all members have an equal chance to book rooms without relying on the "old boy" network. Publicize this date in the Express Newsletter, the CSPCA website, an ad in the previous year's National catalog--every place you can think of to get the word out. Make sure the hotel you have selected are committed to honoring this date and that they will not take reservations prior to that date except for those you have made with them for the Board, your judges, and other people you designate. **It is recommended that the hotel allow reservations**

to be made by using their direct phone line or a special "800" number assigned to the CSPCA National Specialty Show.

Limit the number of reservations that can be made on any one phone call to two rooms, one credit card. Do not allow individuals to book numerous rooms using numerous credit cards on one call. Two rooms, one credit card, one phone call. End of transaction. Again, you will need to make certain the hotel understands this rule and is willing to abide by it.

There will always be gripes about hotel reservations--it comes with the territory. What you don't want are a few individuals reserving numerous rooms, only to release them at the last moment. This will result in very unhappy exhibitors who were turned away a year before the event, as well as unhappy hotel managers who may be stuck with unsold rooms.

Room Assignments. Individuals will make their own room reservations. However, the Show Chairman will need to make reservations for the judges and any other special guests. (Always remember that the judges are not allowed to socialize with exhibitors prior to judging the specialty.)

Registration/Check-in. The day before the competition begins is the day most exhibitors arrive. A "welcome bag" for those arriving at the National should be handed out at a "welcome desk" near registration. The "welcome bag" usually consists of a bag packed with information sheets, meal and function tickets, announcements, advertisements, gifts and other "treats". The "Hospitality Suite" may be used to distribute material. This is also a good place to distribute plastic for use under crates and old sheets if offered by the hotel for covering bedspreads. It can be helpful to have a big bulletin board at the registration site so messages can be left.

Hospitality Room. The concept of the "hospitality room" has been with the National for many years. Originally, it was a formal location in the Host Hotel where food and drink was available for socializing among participants. However, over the years, this aspect of the National has changed depending on the hotel requirements to allow outside food to be brought in.

The concept for a "hospitality room" will vary. The idea is to provide a place for the attendees to gather for some food, drink and conversation. The room does not have to be open at all hours, but should be available for the most popular times, which seem to be early morning, late afternoon to early evening.

If possible, this "room" should also be open early in the morning to provide a quick cup of coffee, juice, rolls, etc. Food and drink should be available free of charge, but there is nothing wrong with providing a donations jar for those who wish to help offset the cost. Soft drinks, iced tea, and juices are all perfectly acceptable. The kind of food available in this "room" can vary from simply chips and dip to more elaborate dishes. Please remember that this "room" is not meant to be another meal for participants, but simply a gathering place to socialize. This room should be nonsmoking.

If a hotel room is used, hotels frequently require that any food consumed on their premises be provided by them, which thus precludes members' contributions. However, this can be negotiated. Hotel prices can be high, but things like popcorn, pretzels, and fruit are relatively inexpensive.

Hours for the hospitality “room” should be widely publicized. The Hospitality Committee is responsible for staffing this room. This is not an easy additional assignment for club members who may be heavily involved in other aspects of the National. It is also nice if it can be arranged for affiliated clubs to volunteer for a stint in the hospitality room.

The hospitality room can become a central information point. A bulletin board should be provided for people to leave messages along with any other general information pertinent to the National.

Hospitality Bags. Hospitality bags are very popular at National Specialties. The bags themselves are available at a reasonable price from a variety of vendors. How many should you get? This is always a guess, but a rough estimate is 1.25 times the number of dogs entered. There are dogs with two owners, single owners with several dogs, handlers who may not want one, Shar-Pei people without an entered dog who will. Thus, an exact number is hard to determine. The hospitality bags should be available primarily at the sales table at the show site. The bags should be stuffed with whatever goodies you can find. If your budget permits, you may purchase small items for the bags, but most of the items should be free. Dog food companies are usually willing to supply free samples of their lines. Used tennis balls can frequently be obtained free from local tennis clubs. Local products are also welcome. Major companies in your area are used to being asked for this sort of assistance and may provide you with pens, key rings, etc. (with their logo, of course). Local tourist information is useful for those looking for things to do in your area other than attending the National. A very helpful item is a booklet that contains the following sorts of things: event maps, schedules for judging, schedules of CSPCA and social events, Host Hotel(s) information (such as dog rules and exercise areas), hospitality room number, addresses and phone numbers of nearby restaurants, auto and RV tow and repair phone numbers, veterinarians on call for each event location and in the vicinity of the Headquarters Hotel (including an after-hours emergency phone number), human medical and dental emergency phone numbers, locations of local pet supply stores, grocery stores, pharmacies, one hour photo service, and shopping malls.

Judges' Hospitality. The judges are an integral part of the Specialty and must be shown every consideration, not only because it is their due, but also because it makes all the events run more smoothly. This section covers judges' hospitality during the Specialty itself.

All judges should have their transportation information known to the Hospitality Committee-- when they are arriving, whether they need to be met at the airport, if they will be renting a car, when their departure time is, if they need a ride back to the airport, etc. From the time, they arrive to the time they leave, they are your responsibility.

Rooms need to be booked for the judges. Unless you have hired a husband- and- wife team, judges should never be expected to share rooms. Some hotels have special “non-dog” floors that can be book for judges.

It is a much-appreciated gesture if all judges find a hospitality basket waiting for them when they check into their room. These baskets can contain fruit, candies and other edibles, toiletries, and the hospitality bag. Use your imagination to create something that conveys to the judges how glad you are to have them participate in the National.

The judges may need transportation to the show site for the times at which they wish to arrive. This may occur if the show site is a convention center located close to the host hotel. They will also want to return to their hotel when their ring is finished and will not want to wait around for the entire day's activities to be completed. Thus, the Committee will have to set a schedule and be sure there is transportation available at the appropriate times.

Judges need to have their meals arranged, but be sure to allow them some flexibility. Some judges prefer room service after a long day of standing on their feet; others appreciate being entertained at a nice restaurant. Ask your judges what they prefer. Since **the judges may not mingle with the exhibitors until after their assignments are completed**, individuals who are not showing should be responsible for judges' entertainment.

Ring hospitality. Items on the ring table should include: a cooler with the judge's choice of drink, ice water with glasses, paper towels, mints, wash 'n' dry's, extra pens, etc. If the judge would like to eat breakfast, ample time should be allotted before the assignment begins-- one doughnut at 8:00 AM just won't be sufficient. Judges should be asked in advance what their preferences are in these and similar matters, and their wishes should be honored, within reason.

Judges and stewards should be provided with a quality lunch, served in a pleasant spot away from the ring. You should serve stewards at the same time so that they may accompany the judges to lunch, and so that both finish at approximately the same time. Do not try to economize by not feeding the stewards. It looks, and is, very tacky and you will save little money.

When the judges have finished their assignments, they should be given a catalog, along with their tear sheets from the judge's book, to take home. Judges' gifts should also be given. These should either all be uniform among judges, or of comparable value if different. Remember that many judges must fly in, so try to give something easy to take on the plane. If you plan to give a large item, be sure to arrange shipping for it.

All judges should receive a thank-you note for giving of their time and expertise. The individual chairs of each event may do this, or the Show Chair may write them all.

Keep in mind always that judging at any event at the National Specialty is an honor, and that the judges should be treated accordingly.

Helpful Hints.

Door signs for hotel rooms. People tend to put their business cards or kennel names up on their doors- a door sign where they can write in their names is a nice touch. These are inexpensive to produce and can be put into the hospitality bags.

Welcome signs at the airport. The airport may also have an electronic sign listing names of incoming conferences. Contact the airport and get The CSPCA listed.

In addition to the Banquets, there are usually several other meal functions. A welcome party the night before conformation begins has become traditional. Some sort of food or dessert function at the annual meeting draws people in and keeps them from straying off.

Breakfast at the show site if not at the host hotel is a nice touch. This doesn't need to be complicated or extravagant – coffee, juice, donuts, etc. are fine. Be sure making it free doesn't cut into concession sales, however. You can also have a corporate sponsor to underwrite the cost.

Since the Specialty is about dogs, a little dog hospitality doesn't hurt either. Have ice water and plastic dishes available on the grounds for dogs. Put a bowl of dog treats out so exhibitors can treat their dog.

Provide name tags for Specialty Committee members as well as the BOD members.

THE CATALOG ADVERTISING CHAIRMAN

Duties and Responsibilities:

Know and meet all deadlines as established by the Show Chairman and Show Secretary/Superintendent.

Notify club members to obtain advertisement for the catalog. This should be performed prior to sending out the premium list. Send out two (2) additional notices as a reminder.

Notices should be sent out on the Members of CSPCA list, CSPCA Facebook page, Express Newsletter and The Barker magazine.

Advertisers in previous catalogs shall be contacted to solicit ads for this year's Specialty.

Take ad reservations to include the advertiser's name and contact information. Keep list for future reference.

Collect ads with payment and record how each ad was paid on spreadsheet.

Check ads for completeness, accuracy and conformance to advertising policy.

Contact all judges for bios and photos and format for catalog.

Have a page made for the following year's National Specialty Show.

If National Specialty is dedicated to the memory of someone a notice is to be made for the catalog.

Prepare a spreadsheet for all ads and send ads and notices to the Show Secretary/Superintendent six (6) weeks before the show.

All checks with a reconciled list should be forwarded to the Treasurer for depositing.

Act as coordinator between the advertisers and the printer or superintendent/show secretary.

Return all advertising materials such as photos, cuts, etc. to the advertiser. Ensure that all advertisers receive a copy of their catalog ad.

Send thank you notes to advertisers.

Manage catalog sales.

After the show, the Chair is responsible for generating a compilation sheet with the results of all competitions, including absentees, and mailing it with a catalog to all those who ordered marked catalogs.

Types of Ads:

Outside Back Cover	Full Page B/W w Photo
Inside Front Cover	Full Page Color W Photo
Inside Back Cover	Half Page B/W no Photo
Full Page B/W Text Only	Business Card

Covers are sold on a first come, first served basis. There is no limit to the number of full page ads. Photos must be in .tiff or .jpeg format with minimum 300 dpi resolution.

Ad Designers:

Advertisers can design their own ads or have a designer. The designers who work with The Barker are available to assist at the fee listed in The Barker. The CSPCA will furnish the list of names and contact information however the advertiser is responsible to contact the designer to decide.

Ad Size:

Catalog ad size is determined by AKC Rules and Regulations. The catalog is a standardized size, typically 5.5" x 8.5" pages one photo per page. Catalogs are printed on regular printers and therefore require a .5-inch margin on all sides of the page. We are not able to do bleeds etc. Sizes are as follows:

Full page 7.5" x 4.5"

Business Card 1.88' x 4.5"

Half page 3.75" x 4.5"

Ad Pricing:

The price charged for catalog ads is determined by what the Show Secretary/Superintendent charges us for each page of the catalog. The Show Chairman will determine the price of the ads based on what we are being charged for the pages. Ad sales are used to help off-set the cost of producing the catalog.

The following are what we currently charge for ads and is subject to change:

Outside Back Cover \$200.00

Full Page B/W w Photo \$55.00

Inside Covers \$175.00

Full Page Color W Photo \$75.00

Full Page B/W Text Only \$35.00

Half Page B/W no Photo \$20.00

Business Card \$10.00

Day of the Event:

Bring cash boxes for keeping money from sales. Secure cash from the Treasurer for making change.

Confirm that the correct number of catalogs was delivered. Reserve and secure catalogs to be held for club business, e.g., copies for judges, stewards, members, advertisers, etc.

Set up area for catalog sales.

Check in workers and assign tasks.

CATALOG

General Considerations. The catalog is the one souvenir taken home from the Specialty. It is also purchased by people who do not attend the Specialty. It becomes the historical record of who was entered and who won. It is important that care be taken to present a catalog worthy of the National Specialty. The paper used should be of good quality and the print size large enough to be easily read. This is not the place to save money by using smaller type.

The decision of using a show superintendent or show secretary will influence the production of the catalog. A superintendent will produce a catalog, but it may be to their specifications and not to yours. It is against AKC rules to include CSPCA designations in AKC-sanctioned event listings. Some superintendents will work with you to make the catalog special, but there may be an extra fee for this service.

The Specialty catalog consists of four basic parts: CSPCA/AKC standard information, a large advertising section, the entries for all events, and an index of exhibitors' names and addresses. Each of these sections has its own requirements.

CSPCA/AKC Information. This section repeats the pertinent parts of the premium list: the times of the classes, the judges, the committee members, the officers of the CSPCA and the certification page. A letter of welcome from the Show Chairman, CSPCA President, mayor and/or city representative may be included. Also listed here are the CSPCA Challenge Trophies that are to be awarded at the banquet. Because these trophies are awarded for cumulative performance (not just achievements at the show), and because they are restricted to CSPCA members, the winners cannot be listed in the premium list. However, the trophies can and should be listed in the catalog.

Advertising. The CSPCA hopes to have a large amount of advertising in the Specialty catalog. It is generally of three types-- commercial companies and products, CSPCA affiliated clubs, and individual advertisements. Next year's National Specialty Show ad should be given a prominent place in advertising section.

One idea is to provide a bonus for catalog advertisers who submit early. This can be in the form of a reduced rate for early submission. This has the advantage of getting ads in early and in assuring a quality product. Utilizing this suggestion, of course, requires that the premium list is mailed in plenty of time.

Entries. Entries for all events are included in the Specialty catalog. Entries should be separated by event in the Specialty catalog.

Index. A complete, integrated list of all exhibitors in all events should be included in the Specialty catalog. This should include the exhibitor's name and address, and the entry number(s) of the dog(s) being shown by each person. It may be worthwhile to consider working with the catalog printer to arrange to merge the entrant indices from the various other events with the main conformation/obedience/etc. index usually produced. The entrants outside of conformation, etc. could have added notations to indicate the events that they were entered in. Then, one editing of the consolidated list would provide a universal index for the entire National.

Other considerations. Catalogs can be sold beginning on the first day of an AKC event.

It is a good idea to have catalog sales as an item on the comprehensive reservations page. This will give a better estimate of how many to order, will provide cash up front before the show starts, and will reduce the amount of cash to be dealt with at the show site. Prior to their release at the show, be sure to take out the number of catalogs that have been reserved but are to be mailed along with those needed and listed below. To encourage people to pre-order their catalogs, increase the price for those sold at the show. Be sure to have a list of pre-paid catalogs and a person designated to hand them out.

In addition to catalogs sold through the reservations page, you will need a supply to sell at the show. Do not order an abundance of these; select a number that you feel will be sufficient. Like left-over clothing, left-over catalogs have no value and will greatly reduce your profit.

You also need to reserve two catalogs for the CSPCA archives, two for AKC, one for the show secretary/superintendent records, and two for conformation and obedience ring for the stewards' use. All judges should be given a catalog at the completion of their assignment. The Barker should also be sent a marked catalog when the Specialty report is submitted. AKC requires that one copy be sent with the results; a second copy should be sent to the AKC Historian.

You need to have contingency plans if, despite all efforts or due to an unfriendly act of God, your catalogs arrive late. People will be very angry and upset at not having the catalog available when they are watching dogs in the ring. Obtain a copy of the typed entry pages before they are sent to the printer and hold them in reserve. If the unthinkable happens and the catalogs are not ready, photocopy these pages class by class and distribute them freely at the show. People will at least appreciate your efforts. Be sure to let people know the reason for the delay-- a fire, accident, storm, printers' strike, or whatever; no one will like the delay, but it will be easier to accept if they know the reason and can at least follow the judging.

Results on the Web. In these days of instant electronic communication, people have come to expect instant results posted on the Web. Prior to the National, the CSPCA should confer as to who is going to do this. Generally, since the CSPCA already has an active website; it is easiest if the results are posted there. **Suggestion to develop a special National website separate from the CSPCA website that is all things "National"**

CONFORMATION, OBEDIENCE, JUNIOR SHOWMANSHIP

General Considerations. In terms of numbers of entries and exhibitors, the conformation and obedience portions are the heart and soul of the National. A large part of the effort expended in putting on the National is devoted to these two events, particularly conformation. It should be noted that obedience/rally and other events are very important parts of the National, but often gets second billing to conformation. Do not let obedience/rally receive only cursory attention. All events and their participants at the National must be accorded appropriate attention and respect.

Key Personnel and Workers. Putting on a show and obedience/rally trial of the size of the National requires work by many people. Key positions are described below.

OBEDIENCE/RALLY CHAIRMAN

Requirements:

Must be a member of the CSPCA.

Have experience exhibiting or stewarding in Obedience/Rally trials.

Knowledge of the AKC's Obedience Regulations and Rally Regulations.

Duties and Responsibilities:

Responsible for the overall planning, presentation, and reporting of the obedience/rally portion of the show.

Be available around the obedience/rally ring throughout the trial hours.

Work with the National Specialty Committee in selecting obedience/rally judges and stewards.

Coordinate the obedience/rally ring layouts.

Procure and properly place obedience equipment that complies with AKC regulations, including proper maintenance and setup of the obedience/rally equipment in the rings on the day of the event. After the event, dismantle and check condition of equipment.

Work with the Chief Steward in assigning stewards.

Secure, display, and make available for presentation the obedience/rally trophies.

GROUNDS/EQUIPMENT CHAIRMAN

Requirements:

The grounds chair must have the ability to work well with others and to co-ordinate details.

Knowledge and understanding of conformation and obedience/rally ring layouts.

Works closely with Parking Chairman.

Knowledge of sanitary and comfort requirements.

Duties and Responsibilities:

Select people to perform various physical tasks. Schedule workers.

Ensure there are adequate facilities for trash collection and disposal.

Check the exercise areas for overall condition.

If RV's are to be parked at the show site, then the Grounds Chair will work with the Parking Chair.

Coordination of the location of this parking and the logistics of getting the RV's in, assigning spaces and handling facilities for the RV's will be part of the job.

Supervise setting up and dismantling of event equipment.

Prepare directional signs.

Coordinate with venue staff that public address system is operating.

Ensure that a sufficient number of trash receptacles are distributed around the grounds. Supervise periodic cleaning of all public exercise areas, as well as trash and recycle receptacles.

Arrange transportation and or storage of club materials or equipment needed for the event, and obtain any additional equipment.

Plan for a judge's table, chairs, and a judging ramp to be provided in ring.

If chairs are provided for exhibitors, this should be stated in the premium list.

Determine limitations, if any, prohibiting crates, private exercise pens, use of flexi-leads in aisles or at ringside. These club rules must be stated in the premium.

Post directional signs.

Develop a simple map of the show layout for club members, exhibitors and workers.

Arrange for flowers or plants for rings and club or trophy table.

CHIEF STEWARD

Requirements:

Must have stewarding experience and be familiar with AKC rules and regulations, "Dog Show Stewards, The Steward in Obedience, and/or The Steward in Rally."

Be well-versed in recruiting and scheduling stewards.

Duties and Responsibilities:

Recruit and assign competent stewards. Contact them well in advance.

Inform stewards that they must not steward for any judge under who they have an entry.

Make assignment in advance of the event.

Check in stewards and confirm their assignment.

See that all necessary equipment and the judge's bag are in ring.

Confirm that ring has a show catalog.

Check periodically throughout the day to ensure stewards are doing their jobs properly.

STEWARDS

Stewards are responsible for making the activities in all rings run smoothly. A show and obedience trial the size of the National Specialty demands that the stewards have some experience.

Requirements:

The National Specialty is not a good place to break in novice stewards for conformation or obedience. This is CSPCA's premier event and it is vital that things run smoothly. It will not be that hard to find experienced people, as this gives them a ringside seat to the action. Conformation stewards should have had experience at several all-breed shows and feel comfortable managing large entries. They should also be familiar enough with AKC procedures to function well if things get hectic. If asked, most stewards have an accurate feeling for their ability. Professional stewards are also an option, providing an excellent, experienced person to help. Often these professional stewards also know the judges, making things smoother. Obedience stewards should have had similar experience-- stewarding numerous times and with a variety of situations.

Duties and Responsibilities:

The stewards assist the judge in any capacity that is requested. They also remind the judges of salient points of CSPCA policy, such as: dogs are shown in catalog order and judges must provide a critique. They check in exhibitors, pass out armbands, and notify the judge of absentees. They are responsible for getting classes in and out of the ring in an organized fashion. They also assist the judge by providing them with the ribbons and trophies to be awarded at the end of each class. It is always helpful if the stewards maintain an accurately marked catalog for reference and to answer any inquiries.

Number.

Two stewards should be allotted for each conformation show being offered. At least two, preferably three, should be allotted for the novice and open obedience rings. Having three obedience stewards enables one steward to man the table while the other two are acting as posts or setting up jumps. Relief stewards should be available for both conformation and obedience. If the entry is large, it works well to have two stewards seated away from the entrance to the ring where they can check people in and distribute armbands. One steward can then work at the ring with the judge. This keeps a lot of the confusion away from the ring and allows the ring steward to focus solely on getting the classes in and out and in assisting the judge in whatever is required.

Where to find stewards.

If not enough members volunteer to steward for conformation, you can ask local kennel clubs and their chief stewards who they use, along with handlers, operators of training classes, and members of local breed clubs, etc. Many cities have a steward's club. Many people are happy to volunteer when they know their help is needed.

For obedience stewards, ask at local obedience trials, training classes, the people who run training classes, and local obedience judges.

Best of Breed has different stewards from the regular classes; it is usually considered an honor to be asked to perform this assignment. Since BOB can easily involve over 100 entries, all of whom must be in the ring at the same time to be checked in, it is vital that this be an organized procedure, else chaos will reign. If you want to put some pomp and circumstance into the presentation of the Specials, it does provide a real show for the exhibitors and spectators, **to honor the judge at the beginning of the assignment.** You need several stewards to get the exhibitors lined up so they can enter the ring in order; once judging has begun, three are enough to keep the various groups coming in and out, keep track of the cuts, and assist the judge in whatever fashion necessary.

GOFERS

If required one to two gofers are used to perform numerous small chores such as fetching a drink for a judge, rearranging the photographer's booth, etc.

SHOW COMMITTEE

This is the formal AKC show committee listed in the premium list. It should be an odd number of people, with five being the minimum number required by AKC. The Show Chairman, Assistant Show Chairman and Obedience/Rally Chairman should be members.

NATIONAL SHOW COMMITTEE

This committee that does all the work and consists of the following: Show Chairman, Assistant Show Chairman, Obedience/Rally Chairman, Chief Steward, Grounds/Equipment Chair, RV Parking Chair, Vendor Chair, Advertising/Catalog Chair, Trophies Chair, Publicity Chair, Emergency/Safety Chair, Hospitality Chair, Education Chair, Judges Chair (Education and Selection), Treasurer, Awards Chair, Invitational Chair, Ways & Means Chair.

ANNOUNCER

Appoint an announcer to man the public-address system throughout the day. This individual should have a pleasant voice and be familiar with audio equipment. Announcing should be the only responsibility of this person. An ideal location for the announcer should be a table outside the show ring. In addition to the usual public announcements, the ring stewards can easily feed the information

to the announcer.... Announcing the numbers of the dogs who made the cut in the various classes is greatly appreciated by those trying to mark their catalog. Music played over the PA system before the show starts really gets everyone in a festive mood; music, either live or taped, can be used at the start of each day's activities or in conjunction with the entrance of the Specials into the Best of Breed ring.

CENTRAL AND SALES PEOPLE

The CSPCA needs to have a large booth (minimum of 20'x20') to provide information and to sell the revenue-producing items. These items include pins, clothing, and other memorabilia, catalog sales, raffle tickets, silent auction sheets, banquet tickets, and any other items that you can think of. The number of people required depends on the demand for the items, the time of day, and when during Specialty week items are being sold. At the beginning of the Specialty, it is better to have more people to help with the sales, since there will be a big rush to buy items before they are sold out. Two people for each shift will probably be sufficient after the first day's rush quiets down. For some items, such as raffle tickets, a roving salesperson can be more effective than someone stuck in a booth

SHOW SITE

General considerations. The requirements for the show site are straightforward. The show site and grounds need to have adequate space to accommodate the conformation and obedience ring, a crate area, the CSPCA booth, the show secretary/superintendent, an area for the public address announcer, the show photographer, vendors, food concessions, catalog and goodies sales, parking, an area for RV's, a judges' hospitality area, an area to post results, an exercise area, sanitary facilities, and an area where Breed and Obedience trophies (not CSPCA Challenge trophies) can be displayed. Attention should be paid to accessibility for handicapped exhibitors and spectators and details should be noted in the premium list.

Rings. The area needs to have adequate space to accommodate a conformation rings 48 x 64-74 foot, and an obedience ring that is at least 40 x 50 feet. Obedience/Rally is usually held mid-week and use the conformation ring. If possible, there should be a holding area that can comfortably accommodate 50 to 60 dogs. Exits and entrances should be obvious and aisles wide - a 10' minimum is required. The holding area should be for staff and exhibitors only; spectators should be seated elsewhere. A venue that is spacious will create a much nicer, cleaner atmosphere and contribute significantly to the overall pleasant aura of the Specialty.

Crating Area. An area for crating needs to be set apart from the rings. This area should be at least 1500 square feet, with no ex-pens allowed.

Spectator Areas. Adequate space must be provided for seating. Two rows of chairs around the perimeter of the ring should be sufficient.

Charging for ringside seating may seem like a good revenue-producing idea, but most people resent this and it will leave a bad feeling about the National. It is far better to raise money in other ways. You will need to designate ringside seating for those participating in the Judges Education Program and for any other visiting dignitaries.

Vendors. This will depend on the number of vendors you anticipate soliciting. Each space should be at least 10 x 10 feet.

Concessions. Facilities for food concessions will obviously be handled by the hotel banquet facilities.

Sanitary facilities. Restrooms are available since Nationals is held indoors at a hotel or convention center.

Electricity. Because of the many activities at the show site, electricity is a serious need. It is used by vendors, RV's for general use, lighting, speaker systems, etc. For this reason, having a source of electricity is necessary. There is already a source of outlets that will accommodate our requirements at the hotel or convention center. However, no electricity may be a problem with RVer's. The common solution to this problem is to have electrical generators. There are two approaches: 1) allow small gasoline generators or 2) provide large commercial generators that usually come with power lines to distribute the power where needed. Each approach has its drawbacks. The multitude of small generators is noisy and produces a lot of exhaust. This can be a problem with the atmosphere as well as at night. Some restrictions need to be enforced about the hours of use of these generators, so that complaints at night and early in the morning can be avoided. Also, the number of generators per site also needs to be limited. The large generators require a sizeable space and cost. Additionally, there is a significant amount of planning necessary to plan the number and location of these generators as well as the wiring necessary to get the power where it is needed. If the large generators are used to supply power to RV's, the cost should be passed along in their fees.

RV parking. RV parking has become a significant issue at recent Nationals. Many exhibitors utilize RV's to bring all their dogs and equipment to the National. They expect to have RV parking with all the services. However, how adequately the RV's can be accommodated depends on the site selected. Some sites will have adequate space and hook-ups available. Other sites will have limited or no space or hookups. Whatever the situation, be sure to list the facilities available at the site and other local RV parks in the premium list. Designated RV parking should be clearly marked as such. Some venues will not charge for RV parking; for other venues, an amount is charged to accommodate the loss of hotel revenue. Once you decide to have an area for RV's, carefully layout how the RV's will be located and be sure to stick to that plan. It is recommended that RV sites are reserved and that the sites are clearly marked before the RV's arrive. Be sure to have several people available to park RV's when the site becomes open for RV entry. You will have to control the RV's which are used for overnight stays so that they are not an annoyance to any neighbors or to each other. No dogs should be left outside in exercise pens during the night; they should be crated within the vehicles. Each RV that has dogs in it should also

have a person sleeping there as well in case of problems or emergencies. These policies should be clearly stated in the premium list and/or catalog so that there are no questions by the RV users.

Regular parking. The amount of parking required is substantial. Not only do lots of people drive to the National, but almost everyone who flies will rent a car or a large van. There will also be a notable number of local visitors. If the site has no overnight RV parking, then all exhibitors who are camping in their RV's will drive them to the show site. Whatever the anticipated number of entries, expect about 50% of that number of cars. This can easily mean 200 plus cars for some Specialties. It would be helpful to designate a small centralized area for committee and judges' parking.

Exercise area. This can be several designated, roped off areas or an area enclosed with chain link fencing. Scoops and trash bins are a must. Scoops along with plastic lined cartons, should be placed throughout the show site. Have many available. Hiring local Boy Scout Troops as cleanup crews to police the show site and hotel grounds is a possibility. Strategically placed signs reminding people to clean up after their dogs are a good idea. Plastic baggies can also be provided in the hospitality bags and rolls of them should be attached or placed next to all poop cans. Whether the club hires a cleanup crew or not, members of the CSPCA will have to periodically inspect and be prepared to wield a scoop to keep things clean.

Other space considerations. Besides space allocation for the needs listed above in General Consideration: the basic tenets in setting up these areas are that they must be appropriately sized to suit the needs of the people occupying the space and they must be situated in relatively convenient locations with respect to the conformation and obedience rings.

EQUIPMENT

If a show superintendent has been hired, he will provide much of the equipment you will need. If a show secretary is used, you will have to come up with the equipment on your own.

Ring equipment. Ring standards, rope or baby gates for one 48' x 64-74' conformation ring, a conformation holding area, and a 40' x 50' obedience ring if needed. However, conformation and obedience rings do not have to use identical equipment. If possible, obedience rings should use baby gates. Make sure all ring equipment is in good condition prior to set up.

Obedience equipment. A complete set of obedience jumps, tape measures for the obedience rings, and one calculator per obedience judge.

Stewards' and Judge's Table Equipment. Two tables and at least three to four chairs for each ring; one table is for the judge, the other is for the stewards. The stewards' table will have the working catalogs,

rubber bands, armbands, pencils and paper, and stewards' badges. The judge's table should have space for the judge's book, a copy of the AKC breed standard, rosettes, and the judge's badge. Bring trophies a class at a time to the stewards' tables. The judges and stewards will share a hospitality basket containing such items as Kleenex, paper towels, Handy-wipes, small candies, Chapstick, hand lotion, and paper and pens. Glasses and ice water should be provided. A cooler with drinks for the judge and stewards is also recommended. Table cloths and decorations, if not overwhelming in size, are also nice. A tape recorder and tapes should be provided at the conformation ring to aid the judge in formulating his critique. Make sure the recorder works!

Signs. In addition to directional signs on the highway, signs will be needed at all strategic locations at the site. Coordinated or thematic signs tie the Specialty together. These will designate Parking or No Parking areas, the show limits, the grooming area, exercise areas, the loading/unloading area, catalog sales, show superintendent, etc. It is also nice to position posters or dry-erase boards outside of each of the obedience rings which list entry numbers and indicate breaks for sits and downs. They can also be used to record absences and check off dogs that have completed their exercises. You should also display results of all completed events on a poster in a prominent location on the show site. This aids individual in marking their own catalogs.

Banners. CSPCA has purchased and maintains a banner for the National Club displaying their logo. Any Affiliated Club may also bring their banner. The banners are to be displayed during the National Specialty week.

Exercise Pens. AKC now has a requirement of exercise pens at shows. For specialty shows, the requirement states the following: "Specialty shows must have a minimum of two exercise pens suitable to the size of the breed." The size of the pens should be at least 6' x 8' x 4' (48 square feet for each pen and these pens should be of sturdy construction).

ON-SITE HOSPITALITY/CONCESSIONS

On-site hospitality generally means having food and drink available during the day for exhibitors and spectators. This usually is the responsibility of the Hospitality Chair.

It is easiest if this job is commissioned by the host hotel. The first and easiest is if the site comes with a staff available for this purpose. Many indoor sites have kitchen facilities and staff that can be engaged as part of the contract. Indeed, most sites will require that you use their concession facilities.

If the site prohibits outside food to be brought in by the club a list of nearby restaurants and fast food places will need to be provided.

THE SECTION ON JUDGES AND JUDGING SCHEDULE IS IN THE PROCESS OF BEING REWRITTEN BY ANN COOKSON TO COMPLY WITH NEW POLICIES AND PROCEDURES THEREFORE THE INFORMATION LISTED BELOW IS SUBJECT TO CHANGE AND THE NEW INFORMATION WILL BE INSERTED AS SOON AS IT IS MADE AVAILABLE

JUDGES AND JUDGING SCHEDULE

Although this section deals with conformation and obedience judges, there are two basic criteria which should be applied in the selection of ALL National Specialty judges. First, they should be knowledgeable about the area for which their opinion is requested. Second, and equally important, they should be pleasant and easy to deal with. They should treat the novice person with his six-month-old puppy with the same courtesy and respect as the old-timer with several Best in Shows under his belt. The committee also does not need to spend time and energy dealing with a *prima Dona* judge who has unreasonable requests.

General considerations. In selecting conformation judges, you should look for certain qualifications. You want judges who have been licensed for at least five years and have had experience with large entries. Although many judges may be adept at picking quality dogs, the National Specialty, with classes that may have close to 50 to 100 entries, can overwhelm a novice judge. It is preferable that the judges have had some experience with specialties. If you are considering all breed judges, they should have experience in group judging. If you are considering breeder judges, they should have done at least two other CSPCA specialties. Recent attendance at a CSPCA Judges' Education Seminar is also desirable.

Reputation. You should select judges known to be well-respected, impartial, and unbiased as to any extremes in handlers, Shar-Pei type, or ring procedures, and who are known to be pleasant and personable to both dogs and exhibitors. An effort should be made to select judges that your entire club membership feels are known for the ability to select what most would feel is a correct representative of the Chinese Shar-Pei, since winning dogs can strongly influence the future of the breed. Selection of a good judge will provide both a pleasant experience for all involved and increase the entry.

Expenses. Judges' fees can vary tremendously. Some charge a flat fee that can range from as little as \$200 to as much as \$1,000. Some charge a flat fee plus expenses. Others charge expenses and a certain fee per dog judged, usually from \$1.00-\$3.00. Expenses usually include round trip airfare from their home to the show location, transportation to and from the airport, transportation to the hotel lodging for all nights of the show plus any additional nights to accommodate air travel, all meals, and incidentals. This can add up to a substantial amount, easily \$1,000 per judge. Although expense is something to consider, do not lose sight of the fact that this is the CSPCA National Specialty.

Other Assignments. AKC regulations state that judges cannot accept assignments for the same breed within 30 days and 200 miles of another assignment. CSPCA prefers that judges for the National Specialty not accept other Shar-Pei assignments within six-months of judging the National. This is sometimes a difficult requirement to meet, depending on a judge's popularity and the population density within your area. Try to pick a judge who has not recently judged a Shar-Pei National, Regional, or Independent Specialty. You should request that your judges not accept another Shar-Pei specialty judging assignment six months to one year prior to the National. You should also request that your judges not accept any assignments on the days immediately preceding or following their assignment at the National. It is also wise to plan on going through the judge selection process as early as feasible to allow the judges to make sure they can comply with your requests.

Other requirements. A written critique is required from all CSPCA National conformation judges. This has varied from general comments about the entry to detailed critiques on all four placements in each class. A detailed critique is preferred over general comments, and the Judges Selection Chair should discuss this with judges prior to the show. The judges should also be told in what order we would like the dogs to be judged. The CSPCA can request anything else they require of a judge, if those requests are made at the time the judge is initially contacted. A common request is that the judge say a few words prior to presenting their selection. Ask the judges anything that you feel is reasonable and will enhance the Specialty; it is always their prerogative to refuse. **All requirements and requests should be listed in the contract sent to the judges which is then signed by both parties.**

Number of judges required. This generally hinges on the anticipated entry over the three days of conformation judging. Conformation judges are limited by AKC to 200 dogs per day, obedience judges are limited to 8 hours of judging per day. The minimum requirement is three judges for conformation, two for Sweepstakes one each for obedience and Futurity/Maturity. Conformation classes are generally divided with one judge doing regular and non-regular dog classes, another the regular and non-regular bitch classes and the third doing Best of Breed. Have the names of reserve judges in mind for unforeseen emergencies.

Methods of selection.

Initial Contact. You need to establish exact dates for conformation and obedience prior to contacting judges. Do not procrastinate in contacting your preferred judges since many judges accept assignments over two years in advance.

AKC Judges Directory. Every year the AKC publishes a current book of licensed judges that gives the breeds and obedience classes they are licensed to judge and their current addresses. Contact the AKC Judging Information Department for this booklet.

Phone call. The first contact with a judge is often made by telephone or by email. Identify yourself by name, name of the club, and your position with the upcoming CSPCA National Specialty. Ask if they are available to judge at the CSPCA National Specialty. Have available all the pertinent information such as exact classes they would judge, dates, location, nearest airport, etc. It is quite common for judges to have to consult their calendar or secretary then call you back. Alternatively, you can offer them a few days to consider after which you will call them back. Ask them their fees and what they require in the way of expenses. Now, also mention any special requests the CSPCA may have. Send the CSPCA Conformation Judges Information Form to those you are considering. If a judge refuses to fill out the form, drop him from further consideration. (Do we have this type of form?)

Letter. If you are uncertain that you want a specific judge, perhaps dependent upon fees, etc., it may be best to write first. Introduce yourself and state that your inquiry is on behalf of the CSPCA National Specialty Committee. Then, being as straightforward as possible, inquire about their fees. Many judges charge less to specialty clubs and often the honor of judging a National may bring down their usual requirements. Some breeder judges will waive their fee and just charge expenses. Be honest and up front, but don't in any manner use this letter as bait. If the judge's response is favored by your club, follow it up with a phone call or another letter. (If you have a sample letter it can be used as an Exhibit)

Contracts. All duties and responsibilities of both the judges and the CSPCA must be clearly stated in the contract. This does not mean that you cannot make requests of your judges later, but they are not bound to comply with requests not stated in the signed contract. A contract protects both parties. As soon as you have a verbal agreement from your judge, send them two copies of this contract which you have signed. The copies can be signed by the judge or any designated liaison. Request that the judge sign both copies and return one to you. You must also provide the CSPCA Secretary with copies of all signed contracts with judges. Once a contract has been signed by both the judge and the CSPCA, it cannot be changed or another judge substituted without permission from CSPCA. (Should the Procurement Committee review before it is sent to judge for signature. A sample contract can be used as an Exhibit)

Follow-up. Keep judges informed as to the periodic progress of your show. Every six months is more than enough. This is just a nice touch. It shows you are a personable club and at the same time conveys the fact that this is indeed a special event and they are a special part of it.

Travel plans. Write your judges and request travel information about one year to nine months prior to the show. Will they be making their own flight or ground arrangements, or should you arrange transportation? Most judges will make their own flight arrangements. Once on the ground,

they can be met at the airport or given information as to where to secure a ride to their hotel. Be sure their names and contact information are given to the Judges' Hospitality person.

Judging Schedule. The general flavor and ambience of the National Specialty is very much determined by the schedule for the entire Specialty week. The judging schedule for the days of the conformation and obedience show is the second most important factor. Nothing can so affect an exhibitor's state of mind as much as a judging schedule. Currently the Schedule of Events for the Nationals is as follows:

Sunday – Move in and Puppy Match may be held at the discretion of the CSPCA
Monday – Regional Specialty (Sponsored by an Affiliated CSPCA Club or National Club)
Monday Evening – Welcome Party for Exhibitors, Spectators and Handlers (Sponsored by CSPCA)
Tuesday – Futurity/Maturity
Tuesday Evening – Sit down Invitational Banquet and Top 25 Show (Semi Formal)
Wednesday – Sweepstakes Dogs and Veteran Bitches, Sweepstakes Bitches and Veteran Dogs
 Best Puppy Sweepstakes and Best Veteran Sweepstakes
Wednesday Afternoon – General Membership Meeting
Wednesday Evening – Awards Banquet (Casual Sit-down dinner)
Thursday – Beginner Puppy Match 4 months of age up to 6 months of age
 Dogs and Stud Dogs, Bitches and Brood Bitches
 Obedience/Rally
Friday – Junior Showmanship, Veteran, Best of Breed

Junior Showmanship must be offered in accordance with AKC regulations. Usually Junior Showmanship is broken into two classes: Novice and Open and sometimes is not further divided by age. Any of the Conformation judges also licensed to judge Junior Showmanship can serve.

Time for breaks can be considered, but their actual times should not be listed in the judging schedule to afford additional flexibility. **You must adhere to any actual times listed in the judging schedule.** Therefore, for example, you might state "45-minute lunch break to be taken at the judge's discretion".

The best way to set up a schedule is first to list all the classes and number of entries. Use the rule of two minutes per dog or 25 dogs per hour to determine how long each class will take to judge. Remember, no judge can be scheduled for more than 200 dogs per day in conformation and 8 hours per day in obedience. Even though you know there will be absentees, if your entry is over 200 per day per judge, you must hire an additional judge or have already provided the additional time in the judge's contract and show schedule. The show superintendent or secretary can help in this area.

SHOW PHOTOGRAPHER

You must hire a show photographer. This should be someone whose work is recognized as being of the highest quality, who is easy to work with and who can be depended upon to be pleasant with exhibitors. A list of potential show photographers is available in the *AKC Show Manual*. The photographer should be engaged with a signed contract which specifies the terms under which pictures are taken and sold. It should also specify penalties for non-fulfillment of the contract. A complete set of photos of all first

place Conformation, Junior Showmanship and Obedience class winners (both regular and non-regular), Winners, Reserve Winners, BOB, BOS, HIT, High Combined, and AOM's must be provided to The Barker at no cost to CSPCA. If you are offering Agility or Sweeps, these winners should also be included in the contract. After their use in *The Barker*, these photos should be forwarded to the CSPCA Historian for preservation. The Show Photographer should be provided with a quiet, appropriately decorated site for taking pictures.

VENDORS

Vendors have become an integral part of Nationals--people are always willing to buy yet another Shar-Pei-related item. Vendors sell every kind of craft and many services and are always a popular aspect of the National. They also have unique needs which must be taken into consideration.

Table set ups and electricity is usually required. An area 10 x 10 feet or 20 x 20 feet is needed for each vendor. Don't stick the vendors in an isolated area where they will get no traffic; locate them in a visible space where people can easily find them. Once the vendor area is specified, make sure that individual spaces are well marked and adhered to when the vendors arrive. You should be firm about this aspect.

Because commercial vendors are making money from their presence at the National, they should be charged a rental fee. This fee should also include the cost of supplying them with tables and chairs, electricity and other amenities, if possible. A standard fee of \$100.00 for the week has been satisfactory. You may also request that each vendor donate an item or a service to your club for an auction or raffle. Be sure to be clear about these requirements in the vendor contract.

Rescue groups, CSPCA member clubs and other not-for-profit organizations are not considered vendors and are not charged a rental fee.

Shar-Pei people who have exhibited at previous Nationals, major companies who frequently send representatives to Nationals, and local vendors who may only go to this one is all good vendor candidates. If possible, a local pet supply company should be available for the last-minute purchase of collars, leads, etc. It is also nice if these people can sell cooked liver for bait.

You may have individuals who want you to limit the number of vendors selling similar items. Sometimes they will offer you an item to raffle in exchange for this limit. In general, this is not a good idea. The other vendors selling similar items resent it and the shoppers are denied the opportunity to see and purchase different wares. The more vendors which are present, the better for all concerned. If you do choose to accept an item from a vendor for a raffle, be sure to have a written contract with that

vendor spelling out exactly what, if any, favors will be granted in return for the donation. Generally, be sure that a reasonable distribution of vendor types is included. Don't have 50% of the available space used by jewelers.

The one exception to vendor exclusivity would be if an organization such as a major dog food company sponsors the National. In return for a large donation of over \$10,000, they do have the right to request that theirs be the only dog food vendor present.

Vendors should receive a letter of solicitation at least a year in advance of the National. They should sign a letter of intent to attend and return it to the Vendor Chair. The fees should be sent to the Vendor Chair and forwarded to the Specialty Treasurer. When the premium lists are published, each vendor should be sent one so they have all the information available. They should be supplied with a map and directions to the site, the location of the vendor area and their specific assignment in that location. Marking spaces in advance reduces the possibility of conflict when vendors arrive to set up. They should be told when they can (and cannot) set up --they may want to set up the night before, which may or may not be acceptable with the site requirements. A list of all vendors should be printed in the catalog and may be included in the hospitality bag.

Make sure you are ready in advance of the specified set-up time with all the areas marked off and all your prep work done. Like the exhibitors, the vendors will descend *end masse*; if you're not prepared for them, chaos will reign. The Vendor Chair and the Grounds Chair should be there to assist with location assignments and to referee any disagreements. While these people make at least a portion of their living from this activity and should be self-sufficient, it is always nice to have additional hammers, tape, etc. available.

VETERINARIAN

The National Specialty attracts large numbers of dogs from other areas of the country. The chance of health problems is increased compared to that of an all-breed show. Make sure that you secure a show veterinarian of known competence. It is preferable if the office be within a short traveling distance of the show. A veterinarian would have to give up three days of private practice and may charge you to be on site. Also remember to include emergency 24-hour veterinarian phone numbers, directions, and a map in the hospitality bag.

There are frequently veterinarians who are also exhibitors. These individuals can be called upon in truly life-threatening situations, but they are not present in their professional capacity and generally do not have any equipment or supplies with them. It is far preferable to contact the designated Show Veterinarian.

Medical assistance for both dogs and people is part of the information required to be included in the disaster plan which is submitted to AKC for each event. This information should be distributed widely, possibly even included in the catalog. All committee members should have access to this information.

Additionally, if hot weather is anticipated to occur during the National, special precautions should be taken to have ice water (or water and ice) available in case of dogs that may overheat. This can occur more readily with dogs from areas that don't typically experience these hot weather conditions.

EDUCATION AND THE ANNUAL MEETING

Education. Education efforts under the auspices of the CSPCA Board of Directors and the Health and Education Committee. Educational activities including lectures, panel discussions and presentations involving actual dogs. This program is generally held during the early part of the National Week but should be scheduled to provide the greatest opportunity for participation from all the participants. Advance publicity in *The Barker* and on the web site is helpful in alerting members to this opportunity. Complete information will need to be supplied to those formulating the premium list as well. Expenses for educational events are the responsibility of CSPCA.

Annual meeting. The Annual Meeting is also the responsibility of the CSPCA Board of Directors. In consultation with the President and/or Secretary, an appropriate day and time must be determined and published in the schedule. This is an important event and is required by the Bylaws of CSPCA. It should not be scheduled opposite any other event, although events may precede or follow it. Finding the right time is tricky; too early in the evening and members are still caring for their dogs or have gone to dinner. Too late in the evening, and members are at the bar or in bed. Without sufficient attendance, a quorum will not be present and business will not be able to be conducted. About two hours should be allocated for the meeting; some will be shorter, others may run over, depending upon the issues addressed by the membership.

It is the responsibility of the CSPCA Secretary to determine what is needed for the Annual Meeting. This includes things like the arrangement of the room, microphones, tables, refreshments, audio-visual equipment, etc. The Show Chairman and Ground/Equipment Chair will then convey this information to the appropriate hotel personnel.

The room should be able to hold at least 100 people. Usually, the hotel waives the fee for the meeting room in lieu of the sleeping rooms and meal functions booked is used. Every effort is made to negotiate a contract specifying no charge for the room. Refreshments should be available and paid for by CSPCA.

ANNUAL AWARDS BANQUET

General Considerations. The nature of the Annual Banquet has changed over recent years. It appears that the large, formal dinner with a long, complicated awards presentation is not of general interest anymore. With waning interest in this type of event, the "annual awards banquet" is being reformulated.

Informal Banquet. Generally, the considerations for an informal event are less constrictive. Despite the informality of this approach, it still should be a classy event with a sit-down dinner and cash bar. The event should be setup to accommodate up to 100 people, depending on the number of people attending. This event should occur at the show site. The awards will all have to be unpacked and displayed.

For all attendees to easily hear the speeches and presentations that will be made at the banquet, you must arrange for a microphone and podium.

Since this is a less formal event, seating charts are probably not necessary. However, make sure that seating for all that want to attend is available.

The banquet is usually held on Wednesday evening at 7 p.m.

Food. A served, sit-down meal is always preferable to buffet type services, which have the risk of running out of food. How many different entrees should you offer? It's best to keep this as simple as possible. Since reservations are taken far in advance of the National, some people truly don't remember what they ordered. Others see what a person at the next table is having and want to switch. It's best to limit choices to one or two meat entrees and a vegetarian offering. Make the price of all choices identical and in whole dollar amounts. This will simplify bookkeeping tremendously. You also need to make allowance to accommodate those on special medical diets. This needn't be advertised, as those with legitimate requests will almost certainly contact you beforehand. Remember to price the banquet high enough to cover items such as flowers, decorations and complimentary dinners.

Complimentary Invitations. Who will attend free of charge? This is entirely up to the Awards Chairman's discretion. However, bear in mind that each banquet ticket given away free ultimately weighs against the club's profit.

What to do with the CSPCA Board of Directors. The custom of placing the CSPCA Board of Directors at a head table or on a dais is no longer fashionable. Placing the Board separate from, or worse, above the general membership creates a bad impression of elitism. Since the banquet is late in the Specialty week, since CSPCA Board members are always clearly identified with name tags throughout the week, and since Board members are always introduced at the CSPCA annual meeting, most members already know who they are. You may have specially designated tables for specific individuals, but don't set up one long table where everyone can watch the Board eat. Check with the CSPCA Secretary to see if there is a preference on seating arrangements.

Speakers. The awards presentation consumes less time than in the past, so restrictions of speakers are not important. However, if an informal event is held, there may be even less need for a speaker at the event. There are some individuals who will require some time at the microphone. The National Specialty Show Chairman should welcome everyone and will want to thank special individuals who have contributed to the success of the National. The CSPCA President may wish to make a short speech,

particularly if a token of appreciation is being given to the Show Chair. After the individuals have spoken, the Awards Chair, presents the trophies and conducts whatever other business is applicable.

Awards and Award Presentation. The Awards Chair decides to get the awards to the “banquet” site for their unpacking and display. There should be sturdy tables for display that are positioned near the podium. The tables should be skirted. The Awards Chair will conduct the awards presentation that concludes the evening. The show photographer or a competent photographer should be secured to take photographs of the event for submission to The Barker. This should be coordinated with the Editor in Chief of The Barker.

Awards presented at the Awards Banquet include but are not limited to the following:

Dogs

Therapy Dog Recognition
Register of Merit Certificates
Versatility Awards
Versatile Shar-Pei Champion – VSPX
Canine Distinguished Service Award
CHIC Awards
Top Obedience & Rally Dog Awards
Top Veteran Dog & Bitch
First Awards
Futurity/Maturity Encore Award
Top Dog & Bitch Specialty Shows
Top Dam & Top Sire
Agility Awards

People

William W. Morison Award
AKC Outstanding Sportsmanship Award
Lifetime Membership
Membership Pins (20 year, 30 year & 40 year)
Past President
Rescue Award
Top Junior Showmanship Award

Other Considerations. A silent auction to benefit rescue efforts is a nice event to have at the Awards Banquet. Recently a slide show of pictures submitted by members of their Shar-Pei is shown during the dinner and before the awards are distributed.

PUBLICITY

You may want to publicize this event to non-Shar-Pei or non-dog people in the area. Press releases can be prepared for local newspapers and TV stations. They will only use these as time and space permit, so don't expect too much. TV stations may like to film the event to use as fill; however, be prepared that

they will photograph different things and not performances or judging. If a TV station will be filming the National, make sure they interview a knowledgeable person—to be assigned by the BOD.

CSPCA allows free black and white advertising pages in The Barker and the Express Newsletter after the completion of the previous year's Specialty. These pages can be used to get people thinking about the next National, or to acquaint them with the dates and events planned. CSPCA advertising and submission guidelines as published in The Barker must be followed.

NON-REQUIRED EVENTS

Agility. While agility is not a required event at the National Specialty. It does, however, require a great deal of space and personnel, so be sure you have both available before you offer it.

Classes. The classes offered are Standard Novice A and B, Open, Excellent and Masters. Jumpers with Weaves Novice A and B, Open Excellent and Masters. Heights will be 16" and 20" for your regular classes and 12" and 16" for your Preferred classes. FAST and T2B classes may also be offered. You will need ribbons or rosettes for each jump height and for each class offered.

Grounds. An agility ring requires a minimum of 8000 square feet which is approximately 80' by 100'. If you have an outside show site, this can be readily managed. If your site is totally indoors, agility will need special mats or carpet. Dogs cannot run on regular ring mats. Usually agility runs in conjunction with an all-breed event.

Equipment. Agility requires an enormous amount of varying equipment. CSPCA does not own any agility equipment so you will have to rent or borrow equipment from a local club.

Personnel. Like many of the other performance events, agility has a following of people who are willing to work at the National. You need lots of people, so don't hesitate to ask for assistance.

The AKC Manuals on Agility Trials should be obtained and studied. Since this is not a required CSPCA event, it is assumed a club will only offer it if they have the necessary experience and personnel available.

Sweepstakes. Sweepstakes has become very popular and most people expect this to be included. It also involves added expenses as another two judges are needed, and ribbons and trophies must be purchased. Extra manpower in the form of stewards are needed. At the same time, many breeders enjoy the opportunity to show off their puppies.

The current CSPCA policy states that all sweepstakes entrants shall be shown by their owner, co-owner, breeder or members of their immediate family. Currently professional handlers are permitted to show in sweepstakes. This applies also to Best in Sweepstakes Class. By CSPCA rule, it is required that the same person that showed the dog to first place in the Sweepstakes class will show the dog in the Best in Sweepstakes class. However, if that person should have more than one dog in Best in Sweepstakes class, someone else is permitted to show the additional winner. Only in cases where there is not another

owner, co-owner, breeder, co-breeder, immediate family member or professional handler available, should another person take the dog into the Best in Sweepstakes class. It is understood that there would be no financial benefit to this individual.

Prize money for each class should be allocated prior to the beginning of Sweepstakes. This can be done by either the Treasurer or the Show Superintendent/Secretary. If you decide to hold sweepstakes it is your responsibility to be certain that these policies are published and enforced. All pertinent information regarding CSPCA sweepstakes policies should be included in the premium list.

Rally obedience. Rally became an AKC titling event in 2005. It is not a required event at a National Specialty, but it is popular and will bring in revenue. If Rally is offered, it requires space equal to two obedience rings combined. (80 x 100 feet) Rally also requires the signs and sign holders for each exercise.

SUGGESTION TO BE DETERMINED BY BOD

Certificate of Conformation Assessment (CCA). This event is an opportunity to have a dog examined by three different breeder judges and to be awarded a certificate if they pass. This event is not required at National Specialties. It is not a spectator event as any information is shared only between the judges and the handler of the dog. It could be scheduled like a health clinic, with handlers submitting their entry fee and receiving a designated time to appear for evaluation. A complete description of the CCA program shall be submitted to the BOD for review and approval.

PREMIUM LIST

The following is the general procedure to be used for preparing and mailing out the premium list.

Premium lists are prepared by the Show Superintendent/Show Secretary and **proofread by CSPCA BOD** prior to being released.

A certain number will be printed and made available in hard copy. Printed premium lists will be sent to AKC in accordance with their requirements. Printed premium lists will also be mailed to any CSPCA member or entrant who requests one from the show secretary or superintendent. There is no set number of those that need to be printed.

Most premium lists will be sent electronically. This will be available on the superintendent's/secretary's website. A link will be provided by the CSPCA website.

Notices of availability of the premium list will be made by announcements on the CSPCA member list.

CSPCA will continue to underwrite the cost of printing and mailing hard copies of the premium lists. Receipts will be required.

The *AKC Show Manual* has valuable information as to what must be included in a premium list. Use that, the assistance of your superintendent/show secretary, and this *Handbook* in preparing the premium list. A sample Premium List will be attached as an Exhibit.

Once the premium list is available on the superintendent's/secretary's website, notify the CSPCA Secretary so that a link can be placed on the CSPCA website and posted on the CSPCA Members List.

Mailing. The premium list is now to be distributed electronically to all CSPCA members regardless of the region in which they live. Hard copies will be available from the superintendent/secretary upon request. Obtain mailing labels or a disc from the Membership Committee. This approach will simplify mailings to other countries and reduce the cost of premium list distribution. In addition to members, the premium list is to be sent to all vendors and all judges. **The bottom line for this whole section is "make sure everyone gets a copy of the premium list that should have or need one", whether it is an electronic copy or hard copy.** If you delay in preparing the premium list, this will make distribution more difficult and will influence advertising, entries and other aspects of the show. **This is one of the most important tasks to handle in a timely fashion. AKC Rules require that the premium list must be distributed five (5) weeks prior to the closing date of the event.**

CSPCA contribution. The CSPCA shall pay for the printing and mailing of the premium list. This number may be reduced because of the smaller number of copies of the premium list that will be printed and mailed.

Classes. In addition to the regular classes offered at any dog show (see the *AKC Show Manual*), the following non-regular classes must be offered:

Conformation

- Veterans for dogs and bitches
- Stud Dog
- Brood Bitch
- Brace
- Futurity/Maturity
- Sweepstakes
- 4 to 6-month puppy class

Obedience. Some of these are scheduled to become titling classes in 2009. But they may remain as optional classes for the National.

- Graduate Novice
- Veterans Novice
- Veterans Open
- Utility Class
- Veterans Utility

Brace Obedience
Team
Versatility

Miscellaneous information to be included in the premium list:

Which committee members will not be showing

Reservations page

Trophies and ribbons offered. These are NOT the CSPCA Challenge trophies.

The hotel is considered part of the show grounds and the Show Committee has jurisdiction over any abuse.

CSPCA advertising guidelines are to be followed and can be found in The Barker.

Hospitality information: Transportation, hotels, RV's, maps

List of CSPCA officers and directors

List of Affiliated club officers and directors if sponsoring National Regional

List of show committee members

Parking availability. Is there a charge?

Availability of food at show site

Education program held by CSPCA

Notification of Annual Meeting and other meetings

Information on site accessibility and accommodations for handicapped exhibitors and spectators.

Closing Date. The National Specialty should have an early closing date of four to five weeks before the date of the show.

Proofreading. A draft of the premium list **must** be sent to the CSPCA BOD for proofreading prior to its being printed. **This is vital and mandatory!!**

**REQUIREMENTS FOR SUBMITTING ADVERTISING, REPORTS
AND PHOTOS TO THE BARKER**

Pre-National Advertising. In preparation for the National Specialty, the CSPCA provides free of charge black and white pages in The Barker to advertise the event. **All material must be submitted in typed format, double-spaced, and packaged in one envelope.** It may not arrive from several different sources. Logo, artwork, maps, etc. must all arrive in the same envelope-no exceptions. Since the National is held in October, you may want the promotional material to appear in the four issues prior to the National. One person should oversee mailing all the information to The Barker in one package. Call the editor if you need help or suggestions.

Submission of National Report. The Barker prints a complete account of the National color photos. This is always the Winter issue. The pictures supplied by the contract with the show photographer are to go to The Barker and then to the CSPCA Historian.

This report should include the following:

Photos of all first-place class winners in Conformation, Obedience, and Junior Showmanship. If offered, Sweepstakes and Agility winners should also be included.

Photos of Best of Breed, Best of Opposite Sex, Best of Winners, Winners Dog and Winners Bitch, Reserve Winners Dog and Bitch, Highest Scoring Dog, High Combined Open and Utility, Best Junior Handler, Best in Veteran Classes, and Best in Puppy Classes.

Photos of the Conformation Judge's Award of Merit winners.

Conformation judges' critiques for dogs, bitches, and intersex. Critiques and comments from Obedience will also be printed if provided.

Reports from each of the Chairpersons of the various events.

Candid photos of all the events.

In addition to the photographs, reports, and critiques, you will also need to provide one fully marked catalog (including absentees) and a typed listing of placement results. This is the only catalog that is marked; all others have the results list included.

Please keep in mind all the required material needed for The Barker report after the National.

Distribution of The Barker to Judges. A copy of The Barker should be sent to those who judged the National.

Archives. When the pictures received from the official photographer are no longer needed by The Barker they are sent directly to the CSPCA Historian. It is the Historian's responsibility to keep the pictures. It is also the CSPCA Historian's responsibility to order a marked catalog directly from catalog sales and to submit a bill to the CSPCA treasurer. It is NOT the responsibility of The Barker editor to supply the Historian with the catalog when she receives with the submitted report.

ELECTRONIC COMMUNICATION

Internet Web Site. It will be of great benefit if the CSPCA had a separate Nationals Web site. On this site should be provided all information available concerning hotels, judges, schedules, sales items, transportation, weather, etc. You can also link to other sites giving additional information. Link to the superintendent's/secretary's web site, so exhibitors can enter electronically. Link to CSPCA's web site, so members can click back and forth. This will save you hours of time in answering all the myriad questions people have.

This web site should go live as soon as possible and information becomes available. There's nothing worse than an out-of-date web site. Make sure the person assigned to this task keeps it current on a regular basis.

Electronic transmission of results. It is great if the results of the various competitions can be made available on the CSPCA web site almost as soon as the event is complete. Again, this takes dedicated people willing to supply the results. Check with the CSPCA's Web Master--technology is ever advancing and what's impossible to do now may be readily acceptable later. Photographs taken with a digital camera are also great to post to the web site as the week progresses.

E-mail and the lists. Most people have e-mail and this is a quick and inexpensive way for the National Committee people to keep in touch with each other.

Fax. The Show Chair should have a Fax machine readily available. Many people chose this way to communicate electronically and it is invaluable for sending and receiving documents.

TIMETABLE FOR PLANNING AND EXECUTING THE NATIONAL SPECIALTY

Two years in advance

Venue selected based on the bids submitted and evaluated by the Procurement Committee. The Procurement Committee makes a final recommendation to the CSPCA BOD for approval.

Key personnel are selected: Show Chairman, Treasurer, Obedience/Rally Chair, Top 25 Invitational Chair and Futurity/Maturity. If needed the Show Chair can select a co-chair.

The National Specialty Committee can be set up with volunteers for the following:
Chief Steward, Trophies, Grounds/Equipment, Judges Selection, Parking (RV & General), Judges Education, Vendors, Judges Hospitality, Advertising Catalogs, Safety/ER Rescue, Ways and Means

CSPCA has a window for dates that includes the last week of September, any week in October and the first week of November. The first or second week of October is preferred for Nationals.

Begin working on a tentative schedule of events for the week of the National.

Decide on whether to offer any non-required events: Sweepstakes, Agility, Rally, and Certificate of Conformation Assessment.

Select judges and obtain written contracts.

Hire superintendent or show secretary. Obtain written contract which defines exact duties of each party.

Begin regular National Specialty meetings at least every two months with all committee members to discuss progress, form plans and establish a budget.

One year in advance

Determine what kind of trophy will be offered.

Ways and Means committee decides on what actual items will be sold at the show.

Make final trophy decision, sign contract if required and send deposit if necessary.

Begin solicitation for trophy donations.

Request AKC approval of your site and judges panel. Fill out all forms for all events and mail with accompanying fees to AKC via overnight delivery.

Begin putting together premium list.

Define and secure the exact equipment needed. If not done during the selection process visit the show site and plan the exact layout of rings, concessions, vendor space, parking, spaces for the photographer, meetings and banquets. Determine the number of signs you will need and begin ordering or making them.

Secure the show veterinarian and photographer.

Continue National Special Committee meetings.

Begin filling positions for stewards, parking attendants, clean-up crew, and any helpers needed for the days of the show.

Run ad in The Barker.

Contact and solicit vendors. Sign vendor contracts.

Arrange for hospitality at the show site.

Arrange for the Top 25 Invitational and Awards banquets. 3 dinner selections and table configuration.

Keep in touch with the superintendent/secretary.

Order rosettes for all events.

If applicable, select printer for the catalog.

6 – 9 months

Continue ads in The Barker.

Continue with trophy donations.

Order table, chairs, audio-visual if this has not been done already.

Submit draft of the premium list for proofreading by CSPCA BOD. Upon receipt of CSPCA approval, forward to the show superintendent/secretary for printing and distribution.

Contact all outside personnel: veterinarian, photographer, stewards and send contracts or reminders as needed.

Obtain a copy of the insurance policy.

3 – 6 months

Request mailing labels and/or a disc from the Membership Committee to be sent to the show secretary/superintendent.

Mail or email the Premium list to all CSPCA members.

All the big things should be under control by now. Decide what little things can be done to enhance that “Special” feeling.

Have all class trophies and rosettes on hand.

Begin work on catalog if appropriate. All non-entry information can be organized. Ad deadline should be early enough to give time for layouts etc.

Contact all judges about their arrival times and schedules.

One month to three weeks

Entries close. Plan judging schedule in consultation with the show superintendent/secretary.

Continue National Specialty Committee meetings. Make sure everyone knows what they should be doing and where they should be during the Specialty week.

Plan for emergencies. Have a “disaster meeting”. Try to anticipate all possible emergencies such as replacement judges, non-delivery of catalogs, unexpected absence of key personnel, accidents and/or injuries to dogs or people during events. Have backup plans, know where emergency phones are at the show site or arrange for cell phones.

One – two days

Set up all rings, audio-visual equipment, exercise pens, table, etc. Set up sales/information booth.

Define show limits. Have all decorations, signs, etc. ready to go up the day before the show.

Mark off and number vendor booth spaces. Assist vendors with set-up.

Pick up judges.

Hang CSPCA banner(s).

Specialty Week: Do everything you can to make all events run smoothly. Enjoy yourself and bask in the kudos for a job well done. Stay loose, be flexible, and get some sleep.

One week after

Submission of all relevant results to AKC. The show secretary/superintendent will do this for the conformation and obedience events. A club representative needs to sign if a show secretary is used.

All equipment should be inventoried, repaired and returned.

Write thank you notes to judges and workers.

Two months after

Results, photos and critiques should be sent to The Barker.

Final budget report should be prepared by the National Specialty Treasurer and Show Chairman. All bills should be paid.

Report on the Specialty should be prepared by the Show Chairman and sent to the CSPCA BOD.

Three months after

Congratulations! You did it. It is time to start again for some or all of us who volunteered to make the annual Nationals a success.