

Specialty Show Chairman Responsibilities For a Specialty In Conjunction with a Host Kennel Club

- 1) **Contact the Host Kennel Club** to get their deadlines and setup contacts. Approval to host the GPCA Specialty was obtain at a prior date. Ensure the Specialty Judge selected by the GPCA is indeed on their Judge's panel. If for some reason the GPCA selected judge is no longer available, inform the GPCA judges selection committee and give them a list of the current Judge's panel. Coordinate between the selection committee and the Host Kennel Club.

Write a letter to the Host club show chairman (copy the GPCA president) specifying that the GPCA desires a Stud Dog/Brood Bitch entry, Veteran Dog or other special class and Awards of Merit. This information must be in the premium list.

- 2) **Establish the GPCA HOST hotel** where the exhibitors and their dogs will stay or designate this task to the **Specialty Hospitality Chairman**. Ensure this is done in time for the June Pinscher Press.

- a) This hotel will also provide the rooms for the meetings and various events.
- a) Set aside a group of rooms and attempt to get a group rate.
- b) Coordinate with the Pinscher Press editor and the GPCA webmaster to get the Host hotel information publish for the members.
- c) Ensure the hotel is convenient to the show and in a safe location.
- d) Ensure the hotel will allow dogs in the rooms.

- 3) **Coordinate with the Host Kennel Club Show Chairman** and complete and send the Specialty Application to AKC. AKC will fax this form to the GPCA if necessary (It is a one page form). This form must be signed by a GPCA Officer. The Host Kennel Club Show Chairman will let the Specialty Show Chairman know the date AKC approval must be obtained. (Usually February/March for a fall show).

- a) A Check needs to accompany the application.
- b) Review the AKC Requirement for a Specialty. Remember, this is not an independent Specialty but under the Host Kennel Club.
- c) The Sweepstakes Judge's name and address must be included on the application.
- d) AKC sends an approval confirmation and the AKC website publishes the Specialty information on the Host Show Site. Review AKC site for accuracy.

- 4) **Acquire Sweepstake Judges**

- a) Select and contact the Specialty Sweepstakes Judge and send a confirmation letter.
- b) If a Sweepstakes is planned for the supported entry show, select and contact the Sweepstakes judge. This requires AKC paper work.

5) **Specialty Committee Chairmen** must be selected by the Specialty Show Chairman. The Specialty Show Chairman will coordinate with all Specialty Committee Chairman and interface between these chairmen, the GPCA board, and the Host Kennel Club Show Chairman. More or fewer committees than those listed below can be established if necessary.

a) **Trophy Chairman**

- i) Get donations from club members.
- ii) Ensure the Trophy list is sent to the Host Kennel Club for the Premium list and the Catalog.
- iii) Obtain the trophies for Specialty and Supported entry show.
- iv) Coordinate to see there is a table and the trophies are available at the shows.
- v) Ensure the Trophy table is decorated including the GPCA Banner.
- vi) Ensure the trophies are handed out at the show.
- vii) Contact a Kennel Club holding a show the same weekend as the GPCA Specialty and request to support the German Pinscher entry. Traditionally the Specialty Show is on Saturday and the Supported Entry is on Friday.
- viii) Ensure that the Kennel Club, where the GPCA is supporting the entry, has a trophy list for their Premium list and Catalog.
- ix) Ensure there is a gift for the Judge and Sweepstakes Judge.

b) **Treasurer**

- i) Handle the money required for the Specialty.
- ii) Report will be sent to the Board after the Specialty.
- iii) Collect money receipts from the other committee chairmen and reimburse these people as necessary.
- iv) Collect money from the auction and raffles, or if absent, will designate someone to do this activity.

c) **Banquet Chairman**

- i) Coordinate the date and time of the Banquet with the Specialty Show Chairman and Events Chairman. The Banquet is traditionally the evening on the date of the Specialty Show.
- ii) Obtain a location for the Banquet.
- iii) Create a flyer with place, time, menu, and costs for the webmaster and Pinscher Press editor. Ensure the flyer is in the June issue of the Pinscher Press.
- iv) Collect the money and coordinate with the treasurer.
- v) Coordinate with the Banquet location manager the day of the Specialty Show to ensure the Banquet goes smoothly.
- vi) Ensure there is time to hand out the Awards at the end of the Banquet - coordinate with the GPCA Awards Chairman.

d) **Hospitality Chairman**

- i) If so requested by the Specialty Show Chairman, establish the HOST hotel where the exhibitors and their dogs will be welcome. Ensure this is done in time for the June Pinscher Press. When Selecting a Hotel, consider the following:
 - * This hotel will also provide the rooms for the meetings and various events.
 - * Set aside a group of rooms and attempt to get a group rate.
 - * Coordinate with the Pinscher Press editor and the GPCA webmaster to get the Host hotel information publish for the members as soon as the hotel is selected.
 - * Ensure the hotel is convenient to the show and in a safe location.
 - * Make sure they will allow dogs in the rooms.
- ii) Coordinate with the Events Chairman to ensure there are meeting rooms for all events.
- iii) Develop a welcome packet for the exhibitors available at the Host Hotel.
- iv) Provide plastic cleanup baggies for the exhibitors in the welcome packet
- v) If allowed by the Kennel Club, provide donuts and coffee for German Pinscher exhibitors.
- vi) Ensure the Specialty Sweepstakes Judge(s) has accommodations and is invited to the Banquet and other events following the judging.
- vii) Invite the Judge to the Banquet, pay for his meal, and request comments or a talk at the banquet.

e) **Events Chairman**

- i) Convey the information about the Host Hotel to the board and suggest time, place, and date for the Annual meeting. The board needs to set the date for the Annual Meeting in time for the June Pinscher Press.
- ii) Coordinate times for the Board Meeting, General Meeting, Raffle, Judges seminar, Awards Presentation, and various other seminars and activities.
- iii) Coordinate all events with the Hospitality Chairman.
- iv) Find and suggest to the Specialty Show Chairman various events useful to the exhibitors.
- v) Be sure the exhibitors have time to take care of their dogs and get some rest.
- vi) Check with the Host Kennel Club to see if they are having information booths with club/breed information. If so, plan this booth for the GPCA.

f) **Advertisement Chairman**

- i) Coordinate GPCA member advertising with the Host Kennel Club and GPCA members.
- ii) Inform membership in the PP and on the website about advertising in the Specialty Catalog.
- iii) Ensure the Club Ad is in the Host Kennel Club Catalog.

6) **Day Before and Day of the Show**

- a) Ensure the Specialty Sweepstakes Judge has accommodations and is invited to the Banquet and other events following the judging.
- b) Setup space (if possible) for the German Pinscher exhibitors to place their crates, chairs, and other items in one location near the Specialty Ring..
- c) Have table available for coolers, drinks, breakfast items (donuts, coffee, etc.) if allowed by the Kennel Club.

7) **Committees:**

Trophy Chairman
Treasurer
Banquet Chairman
Hospitality Chairman
Events Chairman
Advertisement Chairmen

8) **Calendar:**

Contact Host Kennel Club for Requirements
Ensure Judge is on the Show Panel
Select Sweepstakes Judge
Send Required application and check to AKC
Select Committee Chairmen
Inform Host Kennel Club of special classes.
Inform Host Kennel Club of Award of Merit requirement.
Inform the Board of the Host Hotel
Send Trophy Information of Host Kennel Club
Coordinate with the Pinscher Press Editor
Coordinate with the Webmaster