

Preliminary Preparations

The Week Before

- Final verification that all committees have been briefed about their specific duties.
- Final check should also be made of all contracts.
- Final travel and lodging arrangements should be confirmed for all judges.
- Ascertain that the judging program has been mailed to all exhibitors, judges, chief steward and AKC.
- Final arrangements must be made as to committee workers' assignments and reporting time for the show.
- If a show is self-superintended, a check that all necessary equipment will be available for the show.
- The printer should be contacted to verify that the catalogs have been prepared and will be available for the show.

Two Days Before

- Recheck everything checked one week before.
- Self-superintended show-- final arrangements for delivery of the catalogs.
- A last-minute visit to the site should be made and any necessary corrective action should be taken.
 - An outdoor site includes mowing the lawn, controlling dust, and ensuring the site is clear of debris.
- At an indoor show be sure that all necessary cleaning and clearing has taken place.

The Day Before

- Examine the site to ensure everything is in place and ready. Rings should be set up. Tenting (if outdoors).
- A final check with key personnel to see that everyone is aware of his assignment and knows when and where to report on the day of the show. This includes club and non-club personnel, such as concessionaires, the public address announcer, photographers, the veterinarian, etc.
- Check on delivery of port-a-sans.
- Confirm caterer will be open when first exhibitors arrive.