

Structuring the Show Committee

The Challenge

The greatest challenge to a club is to put on the best show possible. The method used to meet this challenge is structuring the Show Committee, which should be large enough to give attention to all details, but small enough to accomplish tasks without placing too great a work load on a few individuals. The Show Committee has the authority to act in the name of the American Kennel Club on the day of the show.

The Team

A dog show or obedience trial is a team effort. AKC establishes the rules and guidelines; the show-giving club fulfills these requirements and provides overall management and presentation through the Show Committee, the judges, superintendents or show secretary.

Individuals should be appointed to committees based on experience, the workloads they can handle and the time they can apportion to each task. Candidates for committee positions must familiarize themselves with the specific duties and responsibilities involved. Committee members have an opportunity to apply their expertise and also train others for the future. Those with limited experience can learn while working on a committee.

A good working relationship between members of the team results in a better show. A committee must be unified and dedicated for the presentation of the best show possible. A detailed organizational chart assists in defining responsibilities. If large committees are necessary, assistant chairpersons could be assigned to keep records, act as a backup, or perform other tasks.

Members of the Show Committee represent the entire club. The reputation of a club's show is dependent on the efforts of the committee. Impressions that are taken home from the show by exhibitors and spectators are a direct reflection upon the efforts of the club and the sport in general.

June 1996

Dealing with People

Committee members must be diplomatic. Each exhibitor should be treated courteously, and each problem calmly, rationally and promptly resolved.

All club members, particularly club officials, should receive instructions on dealing with the public. Directing them to concessions, restrooms, telephones, and answering general questions about events and purebred dogs are examples of information all club members should be able to provide.

One common question is whether or not members should exhibit, the following statement is AKC's response:

"Regarding the question of whether or not club officers or show officials and members of their households should exhibit at their club's show, AKC has no desire to legislate in this regard, but does expect clubs to seriously consider their own policies on the subject.

AKC recognizes that in some parts of the country there are few shows, and consequently, an exhibiting restriction placed on club officials is a hardship. However, a club should realize that exhibitors and spectators sometimes arrive at the wrong conclusion when a dog owned or handled by a club officer or show official, or by a member of such persons household, wins at its show. Therefore, clubs should consider an exhibiting restriction for its officers, show chairpersons, and members of the show committee, as well as for members of their households.

In addition to club and show officials, clubs should also give consideration to placing a voluntary restriction on the exhibiting activities of the show photographer. As the show photographer has constant contact with the judges at an event, complaints are received when the show photographer or a member of his or her household exhibit dogs at a show.

If a club decides to adopt a restriction, a notice stating which club officers or show officials and members of their households will be ineligible to enter or handle dogs at the show should appear in the premium list."

Sample wording is "Dogs owned by Officers, Show Chair, Members of the Show Committee and Members of their households will not be eligible for entry at this show."

Continuity

Allow for continuity based on experience. Staff committees with experienced people who are willing to share with those who wish to gain experience and knowledge.

Records

Past records are the best assistance any club can have. Complete data of previous events helps the Committee plan and present a better show. Maintain records which detail each topic (e.g., names and addresses of key people, contracts, correspondence, breakdown of entries, press contacts, suppliers, concessionaires, etc.). An Event History Form is in the sample section.

Show Committees

Criteria for Committee Selection

- AKC requires a minimum of five committee members for a licensed point show or obedience trial (Chapter 6, Section 2).
- Volunteers must give time and labor with no financial compensation.
- Provide encouragement so members do their best job.
- Committee size should be appropriate to the individual show.
- Provide the committee with as much data as possible. Keep a complete file on all events given by the club.
- Financial guidelines should be provided.
- Someone may chair more than one committee.
- Committees may be combined or others created.
- Allow for continuity based on experience. This can be accomplished by appointing committees with both experienced and novice members.

Committee Positions

The following are some suggested guidelines for structuring Show Committees. Committee size depends on the task and number of members willing to work.

Examples of committees:

Show Chair

Event Committee
Minimum of 5 members of show-giving club

Assistant Show Chair

Obedience Chair

Advertising ↔ Catalogs ↔ Concessions ↔ Grounds ↔ Hospitality ↔ Parking ↔ Publicity ↔
Safety ↔ Stewards ↔ Trophy

Show Chair

Qualifications:

- Knowledge of American Kennel Club rules and regulations concerning dog shows and obedience trials.
- Experience in planning of shows; gained by serving on various committees.
- Event management requires logical application of basic business management practices.
 - Be adept at setting priorities, making decisions, delegating authority, conducting committee meetings and compiling records.
 - Ability to deal with people, work within the financial guidelines established by the club, and evaluate contracts and agreements as necessary.

Responsibilities:

- Overall responsibility for proper planning, conducting and reporting the results of the show.
- Assigns each Committee chair, who is responsible for their own area.
- Assigns a Committee Secretary.
- Usually acts as the facility liaison for the club, establishing and maintaining communications with the person responsible for lease of the site.
 - Requirements must be ascertained as to insurance, limitations on site usage, additional rental space, etc.
 - Site must be available before and after the actual show hours. Knowledge of facility use before and after event are important considerations.
 - Extent of management involvement in the show should be ascertained prior to leasing, particularly with regard to required uses of the site's personnel or concessions.
 - Any potential problems which might result from the event should be discussed beforehand, thus management can take adequate steps to alleviate them.
- Periodic reconfirmations should be made, even after clubs have reached agreement with facility management.
 - Constant communication can help avoid any oversights by the site management.
- Site management may require contracts, advance deposits and insurance.
- Legal requirements, such as the issuance of permits may be required.
 - Agencies that issue permits might include but are not limited to: the local Health, Fire and Police Departments. Check with local authorities.
- State and Federal taxes, etc. should be considered and dealt with to avoid penalties imposed for failure to follow such requirements.
- Sign Superintendent or Show Secretary contract.

June 1996

- Liaison to companion / cluster clubs.
- Contract official photographer.
- Appoint Show Committee in advance of the show and review Event Committee Procedures for Dealing with Misconduct.
- May be chair of another/other committees.

Day of the show:

- Arrive at least 2 hours before the start of judging.
- Walk the grounds to be certain that everything is in order.
- See to the colors and national anthem before the start of judging.
- Meet with AKC representative first thing the morning of the show.
- Check with all committee chairs to be sure everything has been taken care of.
- Check in workers and assign tasks.
- Check in Judges.
- Distribute lunch tickets.
- See that the Rules, The Complete Dog Book, and Show/Trial Manual are available.
- See that the ring schedule is maintained.
- Address any disputes that may arise.
- Designate trophy presenters for Groups and Best in Show.

After the show:

- Check with AKC representative and Superintendent for suggestions.
- Check show grounds after clean up to be sure everything is in order.
- Confirm all hired personnel have been paid.

Assistant Show Chair

- Assists Chair in all areas.
- Assumes responsibility in Chair's absence.
- Chair of another/other committee(s)

Each Committee Chair

- Report directly to the Show Chair.
- Add/update the checklist each year so that the club will have a customized list for their show.
- Prepare a list of specific duties and responsibilities for the day of the show.

Obedience Chair

One of the strongest attractions for spectators at a dog show is the Obedience trial; people enjoy watching dogs perform these exercises.

- When an Obedience trial is held in conjunction with a point show, an obedience chair must be established (Chapter 6, Section 2).
 - The appointment may be made by the club's board of directors, or the show committee.

Qualifications:

- Experience exhibiting or stewarding in Obedience trials and full familiarity with AKC rules and regulations for Obedience trials.

Responsibilities:

- Overall responsibility for planning, presentation, and reporting the Obedience portion of the show.
- Be available in the area of the obedience rings throughout the trial hours.
- Work with the Show Committee selecting and securing obedience judges.
- Coordinate the obedience ring layouts.
- Procure and properly place obedience equipment which complies with AKC Regulations, including
 - proper maintenance and set up of the obedience equipment in the ring on the day of show
 - dismantle and check condition for future event.
- Work with the chief steward in assigning stewards to the obedience rings.
- Secure, display, and make available for presentation obedience trophies.

Day of the show:

- Check in workers and assign tasks.
- Check rings, equipment, and judges.
- Compile scores for the Highest Scoring Dog in the Regular Classes, the Highest Combined Score in Open and Utility and any other special obedience trophies (Chapter 1, Sections 20 and 21 of the Obedience Regulations).

Chief Steward

Qualifications:

- A stewarding organization may be secured, or a club member or any other experienced individual may be appointed as chief steward.
- Be well versed in recruiting and scheduling stewards.
- Have a maximum of stewarding experience and be familiar with AKC rules and regulations.

Responsibilities:

- Recruit and assign competent stewards, and contact them well in advance.
- Remind club members that when they work as stewards, they will usually be unavailable to work at other duties that day.
- Ring assignments should be made in advance of the show.
 - The superintendent or show secretary is responsible for supplying the chief steward with copies of the judging program, parking passes and admission tickets.
 - Mail copies of judging program, parking passes and admission tickets to persons serving as stewards.
- Inform stewards that they should not steward for any judge under whom they have an entry (Chapter 18, Dog Show Rules)

Day of the show:

- Check in stewards and see that they know their assignments.
- See that all necessary equipment and judges bag is located in each ring.
- See that each steward has a show catalog.
- Obtain and distribute lunch tickets from show chair to all stewards.
- Check rings periodically throughout the day to be sure stewards are doing their jobs properly.
- Provide Stewards for the groups and Best in Show, usually chosen by Show Chair.
- The following is a list of Stewarding Organization, be sure to inquire if a fee will be charged to the Club.

Eastern PA Stewards Club
Reba Rubright, Secretary / Treasurer
554 Fritztown Road
Sinking Spring, PA 19608

Stewards Club of America
Felix Cruz, President
11 Radburn Drive
Happauge, NY 11788

MidAtlantic Stewards Club
Peg Petkoff
9302 49th Avenue
College Park, MD 20740-1881

Stewards Club of New England
Ann New, President
Ledgetop 4 Mooring Road
Marblehead, MA 01945

June 1996

Oklahoma Ring Stewards Club, Inc
Sheryl Cox, Secretary
1109 NW 28th Street
Oklahoma City, OK 73106

Southeastern Stewards Association
Jaimie Mulvey, Secretary
24 Lynnstone Court
Asheville, NC 28805

Mission City Stewards Club
Nancy John, Secretary
PO Box 33757
San Antonio, TX 78265

Stewards Club of Dallas
Ann McDonald, President
RT. 1 Box 51B
Palmer, TX 75152

New Mexico Stewards Association
Sue Coffey, Secretary
PO Box 3062
Albuquerque, NM 87190

Stewards Club of Northern CA
Donald Moss, Secretary
116 H Lane
Novato, CA 94945

Grounds (and Equipment) Chair

Qualifications:

- Ability to supervise people
- Knowledge and understanding of the following are necessary:
 - Confirmation and obedience ring layouts
 - Traffic flow and crowd control (works closely with Parking Chair)
 - Sanitary and comfort requirements

Responsibilities:

- Preparation and layout of grounds.
 - Check site for holes, high grass, mat requirements and overall ring conditions, etc.
- Supervises setting up and dismantling of show equipment
- Arranges access to the site for committee members, the superintendent, exhibitors, vendors, or suppliers before the show hours.
- Maintenance of grounds and equipment and clean-up of the show site during and after the event, including the parking and restroom areas. Periodic cleaning of trash and recycle receptacles.
- Responsible for hiring or selecting people to perform various physical tasks, including scheduling and utilization of workers.
- Transportation and/or storage of club materials or equipment that may be needed for the show, and obtaining any additional equipment.
- Secure Public telephones or access, with locations and directional signs. (Temporary service should be provided where no service is available.)

June 1996

- Public address systems are a necessity on the show day; located so that announcements reach all exhibitors. Speakers should not be placed too close to individual rings or they may annoy dogs.
- Adequate water supply should be accessible; it may be necessary to truck water in.
- Chairs, a judges table and a examination table (if necessary) should be provided in each ring.
 - Limitations, if any, prohibiting exercise pens and tables should be listed in the premium list.
 - If chairs are provided for exhibitors, this should be listed in the premium list.
- Posting of directional arrows to show site the day prior to the event.
- Posting of signs for locating restrooms, telephones, water, etc.
- A simple map of the show layout should be available for club members and workers, so they may direct the exhibitors to parking, grooming, rings, restrooms, etc.
- Order golf carts
- Access to, or secure sanitation facilities.
- Arrange flowers for rings and club or trophy table

Day of the show:

- Be sure the unloading area is ready to receive the flow of traffic. Particularly crucial at indoor sites is that each bay in the loading dock is available, as this is often where a facility parks television / cable trucks, ambulances, cleaning apparatus, etc. Each open bay increases the speed in which exhibitors can unload and move their vehicle out for the next one.
- See that all rings and markers have been properly placed.
- See that exercise pens are properly set up with clean up tools.
- Check on restrooms.
- Check in workers and assign tasks.
- Allow enough coverage so that workers may take breaks.
- Be accessible by walkie talkie (or other means) throughout the show hours.
- A crew must maintain cleanliness in rings, aisles, restrooms, exercise areas, parking lots and all of the areas throughout the day.
- Responsible for proper clean up of the show site after the show.

Parking Chair

Qualifications:

- Previous service on the Parking Committee or experience parking vehicles.
- Great deal of patience.
- Understanding of exhibitors expectations and time demands.

Responsibilities:

- Planning, supervision, and staffing of all parking and unloading.
 - Quick and efficient unloading and parking operations should be provided.
 - Parking for handicapped (RV's included), show committee members, judges, stewards, concessionaires, emergency vehicles, motor homes and overnight parking must be planned for.
- Mark off parking and no parking areas (with tape, rope, signs, etc.)
- Maintain emergency lanes.
- Arrange for tow trucks or tractors in case of bad weather.
- If no overnight parking is provided, indicate where vehicles may park for the night. Include this information in premium list and judging program.
 - Campgrounds, rest areas, etc. (visit before listing any location in mailing to exhibitors).
- Overnight parking
 - Have someone at site the afternoon before the show to park vehicles.
 - Must park in designated area.
 - Collect fees as vehicles enter.
- Advanced and reserved parking, requires collection of fees, assigning spaces, and return of parking confirmation.
- Parking fees should be collected by someone designated by the Parking Chair and turned over to the Treasurer for proper disposition.
- If proceeds from parking are being donated, indicate this in the premium list and judging program and on a sign posted at the gate.

Day of the show:

- Check in workers and assign tasks.
- Allow enough coverage so that workers may take breaks.
- Collect fees at the gate. (If applicable)
- Consider handing out plastic trash bags to all exhibitors upon entry.
- Check all parking areas, emergency lanes, and that traffic flow is being maintained.

June 1996

Concessions Chair

Qualifications:

- Previous experience working with Concessions.
- Creativity in securing and setting up concession areas.

Responsibilities:

- Responsible for securing all vendors and concessions at the show.
 - Food concessions, dog supplies, dog food, etc.
 - Arrange for food concessions to be open as early as possible to provide for exhibitors who stayed overnight and those arriving early.
- Work with Show Chair to set vendor rate.
- Prepare layouts and assign space to each concession. Must be coordinated with the grounds chair to be sure these concessions fit in with the overall show layout.
- Layout, measure, and mark individual concession areas.
 - Rope off areas, post signs, or use paint to mark concession space
- Send contracts and collect fees for concession space
- Send each concessionaire a confirmation and a map of the area showing their reserved space.
- Day of show:
 - Check concession area and vendors.
 - Vendors with large and/or noisy generators must be at least 50 feet away from ring(s).

June 1996

Advertising and Catalog Sales Chair

A successful ad campaign can enhance your club's profits through your Show Catalog.

Qualifications:

- Must be capable of meeting deadlines.
- Able to sell ads to potential advertisers.
- Creative

Responsibilities:

- Coordinates the club's members in acquiring paid advertisements for the show catalog and catalog sales.
- Suggest that ads be solicited from organizations or individuals to whom they have given their business throughout the years.
- Canvas merchants, usually via a mailing, in the area who may wish to place an ad in the club's catalog to attract potential customers.
 - These might include:
 - Dog supply companies
 - Dog food companies
 - Boarding facilities
 - Grooming facilities
 - The bank where the club maintains an account
 - Local merchants
 - Restaurants
 - Motels and Hotels
 - Local Humane Societies
 - Other dog clubs that may wish to advertise their approved future events
 - Any other businesses that club members patronize during the year
 - If hosting a specialty or supported entry, a profit-sharing arrangement can be worked out with the club
- All advertising arrangements should be in writing.
- Acts as coordinator between the advertisers and the printer or superintendent / show secretary.
 - The format of the ad is usually specified and the actual set-up is prepared by the printer.
- Receives the ads and submits them to the printer prior to the deadline.
- Responsible for returning all advertising materials such as photos, cuts, etc. to the advertiser.
- After the catalogs have been printed, the chair makes sure that all advertisers receive a copy of the catalog ad.

June 1996

- Sends thank you notes to advertisers.
 - Bills all advertisers and collects all monies due; can be coordinated with the club treasurer.
 - If billing is done after the show, a copy of the ad should be attached to the invoice.
 - Catalog sales
- Day of the show: Catalog sales
- Confirms correct number of catalogs were delivered. Secures enough catalogs to be held for club business, i.e. copies for AKC, Judges, Stewards, members, advertisers, etc.
 - Check in workers and assign tasks.
 - Secure cash from the Treasurer for change.
 - Set up areas for catalog sales.
 - Brings cash boxes or containers for keeping money from sales.
 - Arrange for pickup of monies during the day.
 - Allow enough coverage so that workers may take breaks.

Trophy Chair

Qualifications:

- Must be able to meet deadlines.
- Be willing to solicit trophy donations
- Responsible for securing and displaying trophies.
- Be aware of all deadlines for the submission of material to the printer so that all trophies are listed in the Premium List.

Responsibilities:

- Work within budget supplied by club.
- Acquire trophies for the show.
 - Trophies may be donated, or contributions may be made towards a general fund.
- Decide on type of trophies to be donated.
- Purchase Best in Show, Group and High in Trial Trophies.
- Secure perpetual trophies, ensure they are cleaned and engraved.
- Include accurate description in the Premium List (Chapter 6, Section 8)
 - All trophy listings must be carefully proofread prior to the printing of the Premium List.
- All trophy offerings and pledges for contributions to the trophy fund should be confirmed in writing.
- Bill and collect for trophy donations.

June 1996

- If a donor of a prize published in the Premium List fails to furnish the prize, the trophy chair must advise the club, which then must provide a prize of equal or greater value (Chapter 6, Section 8). To remedy this potential problem, it is wise to have a few extra trophies available if you are depending on others to bring their pledged items the day of the event. If unused they can serve as trophies for future events or at a match.
- Final report of expenditures and income for trophies.
- Inventory of unclaimed trophies.

Day of the show:

- Check in workers and assign tasks.
- The chair is responsible for setting up the trophy table. If trophies are being presented in the ring, they must be distributed or put in the judges bag.
- Confirm all trophies listed in the Premium List are on hand, or a replacement is available.
- If cards are given to exhibitors in the ring, the chair should see that each steward has received them. Exhibitors claiming a trophy should be asked to sign for it upon receipt at the club's trophy table.
- Distribution of trophies.
- Secure all unclaimed trophies.

Publicity Chair

Qualifications:

- Knowledge of local media
- Ability to meet deadlines
- Advertising and/or Public Relations experience is helpful.

Responsibilities:

- Budget.
- Create, secure and distribute publicity concerning the show.
 - Be aware of newspaper deadlines.
- May obtain some free publicity by contacting local radio and television stations, who have a policy of announcing special events.
 - Local cable television stations may be willing to present all or part of the show and/or pre-show information.
 - The club may advertise in the AKC GAZETTE and in catalogs of shows held by other clubs in the area.
 - Radio stations - a general letter appears in the "Samples" section

June 1996

- A combination of press announcements, 8x10 black & white photos, follow-up calls, complementary tickets and personal letters are effective in obtaining favorable media responses. Be available to greet members of the press when they arrive and extend your clubs hospitality. A press release appears in the "Samples" section of this manual.
 - Local free publications and company bulletin boards are a source of publicity.
- Obtain permission for displaying banners advertising the show, by contacting the town authorities where the show is being held.
 - Club members should encourage local merchants to display signs, or posters advertising the show, and fliers should be distributed at local events preceding the show.
- Advertising in local newspapers.
- Some facilities have monthly newsletters which can feature your event.
- Provide discount coupons to the local merchants, such as veterinarians, groomers, pet food stores, kennels, etc. Or display cardboard posters in their place of business.
- Use The Economic Impact of Dog Shows brochure to emphasize the importance of the show to the community.

Safety Chair

Qualifications:

- Knowledge of local area.

Responsibilities:

- Be familiar with AKC's policy on Emergency Care at Events, and make sure show complies with local ordinances. The following policy is effective for all licensed and member events held on or after January 1, 1997.
 - *Each club must develop an "Emergency Plan" for its event. It would be an action plan that indicates how the club would deal with emergencies that might occur.*
 - *A First Aid kit must be available at every event.*
 - *Clubs must advise local authorities (Police, Fire Department, Medical Services, etc) of their events including the exact location, ingress, egress and duration. It is suggested that this be done within thirty days prior to the event.*
 - *AKC strongly encourages all clubs to have a qualified emergency medical technician (CPR Certified) in attendance at their events.*
 - *It is a requirement that all Group and All-Breed clubs have an Advanced Life Support Ambulance present during the hours of their licensed or member shows. The only exception will be when the Advanced Life Support Ambulance is unavailable to be at the show site and this unavailability is documented.*
- Any questions on the current AKC policy should be referred to the Event Plans Department.

June 1996

Day of the show:

- Have multiple copies of emergency telephone numbers and directions to the facilities.
- Check in workers and assign tasks.
- Set up location for emergency vehicles and veterinarian (if on grounds).

Veterinary Requirements

- Every club that holds a licensed or member show is required to engage one or more veterinarians licensed in the state where the show or trial is held.
- It is sometimes necessary to obtain veterinary advice or have the health of an entered dog examined.
 - At a benched show, at least one of these veterinarians must be in attendance during the entire progress of the show.
 - At an unbenched event the club has the option of having the veterinarian "on call."
- If the veterinarian is "on call," it is the club's responsibility to see that the veterinary service is readily available.
 - The veterinarian's office should be located within easy driving distance.
 - The Safety Chair should provide the Show Secretary or Superintendent with the name, address, telephone number, and clear directions to the office.

Hospitality Chair

Qualifications:

- Previous experience on Hospitality committee
- Experience planning and organizing meals
- Experience making travel arrangements
- Organized, personable, and accessible

Responsibilities:

- Plan meals, transportation arrangements, motel accommodations, etc. for judges.

Judges

- Set up special rates with the hotel, and visit the hotels you are recommending to be sure they are up to standard.
- Letter confirming transportation and lodging for judges.
- Make arrangements for pre-show dinner and breakfast and lunch the day of the show.

June 1996

- Consider sending a fact sheet that contains information such as:
 - The usual weather conditions anticipated.
 - Detailed travel directions and information on parking
 - Information on clubs hotel and restaurants in the immediate vicinity.
 - Special local attractions (historical sites, scenic parks, factory outlets, etc.).
 - A detailed map of the area.
- Notify hotel of times needed for airport limo (if available).
- Mail admission and parking passes.

Day of the Show: Judges

- Arrange breakfast at the hotel or show grounds.
- Arrange transportation of judges to the show; to arrive ½ hour before judging begins.
- Provide coffee and tea at the show in the morning.
- Set up luncheon for the judges, stewards, members, Executive Field Representatives and guests.
 - Lunch tickets should be given out the day of the show.
- Arrange transportation of judges back to the hotel or airport. If you are sharing Judges with another club be sure to arrange transportation to the next event.

Day of the Show:

- Hospitality packets should be placed in each ring; towelettes, paper towels, hard candy, etc.
- Coolers may be placed in the rings for cold drinks and bottled water, or thermos for hot drinks.
- Committee members should check rings periodically to tend to the needs of the judges and stewards.
- Flowers and food on judges tables may attract bees at outdoor shows.

Education

- A booth manned by club members can be set up to educate the public about Club activities and the sport of purebred dogs.
- Video presentations can be presented at the booth.
- The AKC will provide materials and brochures upon request. (See form in back pocket of this binder)
- Requires for an AKC booth should be directed to Education Services at 212-696-8365.

Treasurer

Day of the show:

- Sets up "office" at the show to pay appropriate bills approved by Show Chair.
- Supplies cash advances and change for catalog sales, gate, and any unexpected costs the day of the show.
- It is helpful to supply a expense sheet to the judge in the morning so that by lunch time most of the forms will be received by the Treasurer allowing ample time to write the checks and have them available for each judge. Most clubs include the check with a thank you card to the judge.
- Financial report to club provided with assistance of show chair.
- Distribute designated percentage to beneficiary, if applicable.

Photographers

- Exhibitors will often request to have a photograph of their dog taken with the judge presenting the ribbon.
- Judges are usually agreeable to such requests provided they do not result in an undue delay in judging.
- If time permits, pictures within a breed can be taken after Best of Breed or Best of Variety.
- In those cases where a judge is behind schedule, judging should not be further delayed by taking photographs.
 - Rather, a mutually agreeable time and place should be arranged between the judge and exhibitor, some time after the judge has completed the assignment. If possible a separate area can be set up for photos. An added amenity is to use a backdrop and flowers to enhance the photos. This will also help judges stay on schedule.
- The club is responsible for securing an official show photographer.
- The photographer should be contacted a minimum of eighteen months in advance; before that for national specialties.
- A sample photographers' contract is included in the "Samples" section of this manual.

Executive Field Representatives

Duties and responsibilities of an AKC Field Representative at All Breed or Specialty Shows include:

- Acting as AKC's liaison at the show.
- Arriving at the show grounds prior to judging.
- Providing insight on policy and rule compliance and first hand information regarding show operations.
- Acts in an advisory capacity to show committee, exhibitors, breeders and judges.
- Observing and interviewing judges.
- Recommends changes in show layouts, sites, entry limits, etc..

Almost every All Breed show has an Executive Field Representative in attendance. Many Obedience Field Trials and Specialty shows, though not all are also held with a Field Representative at the event.