

ASSA National Procedure Manual



Compiled by Susan Beacham, Melanie Williams, Rita VonPusch

Revised
August 2011

TABLE OF CONTENTS

Sections	Page
Show Zones	1
Making a Proposal	2
Facilities	3
Conformation Events	3
Conformation Ring	3
Grooming Area	4
Storage Area	4
Exercise Area	4
Cleaning	4 and 10
RV Parking	5 and 10
Vendors	5 and 10
Performance Events	5 and 8
Obedience and Rally	5 and 8
Agility	5 and 8
Herding	5 and 8
Symposium	6 and 10
Judges Education Workshop	6
Annual Meeting	6
Raffles	6 and 10
Visiting Hours	6
Other Events	6
Lunch for Judges	6
Hotels	7
Board Meeting	7
Banquet	6 and 9
Requirements Overview	11
Supplies List	17/18
Superintendent	2 and 7
Local Chairs	
Show Chair	7
Performance Chair	8
Hotel Contact	8
Trophies Chair	8
Hospitality Chair	9
Publicity Chair	10
Raffle	10
Ring Steward	10
RV	10
Symposium	10
Clean Up and Equipment	10
Time Table	13
Work Sheet	15
Budget	19

ASSA National Show Zones

The ASSA Board has divided the membership for the purpose of hosting the ASSA National into three zones, eastern, central and western.

East zone is of all states east of the Mississippi.

Central zone is AR, MT, WY, CO, NM, MN, IA, KS, MO, LA, TX, OK, NE, SD, and ND.

West zone is WA, OR, ID, CA, UT, AZ, NV, AK, HI

Approximately every three years all clubs within the upcoming zone will receive invitations to consider hosting the National.

Current rotation:

2013: west

2014: central

2015: east

2016: west, etc.



Making a Proposal

The first part of a Clubs proposal for the National is a letter of intent.

This letter must be received by the Show Planner no later than the first of August of every year.

In this letter the Club must state

- a) its intent to host the National,
- b) the proposed dates, the proposed show site, with its available footage (must be no less than 50,000),
- c) proposed Local Chairperson
- d) possible location to hold performance and herding trials.
- e) list of hotels in the area,
- f) location of the nearest major airport.

All proposals will be summarized and presented to the ASSA Board at its September meeting for discussion. The Board will choose up to three potential sites. After the September meeting the ASSA President will inform the Show Planner of the Boards choice(s) and the Show Planner will contact the Clubs selected and send letters to the Clubs not chosen.

The second part of the process is for selected Clubs to prepare a detailed proposal with the help of the National Show Planner. The Show Planner or a designate **must** do a site visit to evaluate the site, confirm that the site is a suitable and meet with Club members to answer any questions regarding the National and procedures.

The following items must be included in the bid package. Any exceptions must be discussed with the Show Planner prior to submission.

1. Proposed dates (March through May)
2. Show site (include a diagram and written description of the facility) and area accommodations (hotels, restaurant, gas stations, stores). Show site must be a minimum of 50,000 sq.ft. for conformation, 20,000 sq. ft. for obedience, agility and herding may be held at a different site.
3. A membership list, with indication of ASSA members.
4. Indications of key personnel willing to work on the show.
5. Special attractions or points of interest which your area has to offer.
6. Access to transportation including major highways, and airports that service your area.
7. An estimated budget. See the section on estimating a budget in this manual. The National Show Planner will work with you on this.
8. Superintendents should be contacted and proposed contract should be included. Preferred providers are MB-F and Onofrio. Other superintendents may be considered.
9. A letter of intent from show site and a copy of the prepared contract with all inclusions is required for a bid to be considered viable

The National Show Planner will assist you with any questions you might have on selecting a site and preparing your bid package.

Please remember that only the National Show Planner or National Show chair may sign contracts pertaining to the National

FACILITIES

Show Site(s) Hotels and Venues

A satisfactory show site is very important to the enjoyment of the visiting exhibitors as well as the smooth conduct of the show.

Hotels: contact the Convention and Visitors Bureau (CVB). Although the ASSA has determined that there will be no host hotel it may be cost savings to consider a host hotel. Concessions are frequently given by the CVB such as room prices attached to a refund of monies to apply toward the site rental. The cost of hotels has risen to the point that most exhibitors prefer to make their own choice of hotels. A hotel must be chosen to house the judges, board members and local club members associated with the National. If not working through a CVB the local club should contact hotels to establish a list of hotels that will accept dogs and that are near the show site. (Host hotel in this manual references to the hotel used by judges, ASSA National committee as well as the local show committee members.)

This hotel will be the place where the ASSA Board will hold its meeting on Saturday evening and Sunday, so the hotel should have meeting rooms and either have a restaurant or allow food to be catered in. In some instances, the hotel can also be utilized for the Saturday night ASSA Awards Banquet.

The local club needs to inform the hotel of the need for a contract with the firm room rates and any additional charges for dogs. A copy of the contract needs to go to the local club member making the bid packet and the National Show Planner. The National Show Chair is the only person that is authorized to sign the final contract once the bid has been accepted by the ASSA Board.

The National Show Planner will work with the local club person making the bid packet to get a contract, with firm rates, from the conformation show site. The National Performance Chair will work with the local club on obtaining the costs for the performance events. **The National Show Chair is the only person authorized to sign any contracts once the bid has been accepted by the ASSA Board.**

Please note that the ASSA National only provides for one set of events in each venue.

CONFORMATION EVENT

Facility: The minimum necessary square footage for an indoor show is 50,000 sq. ft. for conformation with an addition 20,000 sq. ft. for obedience and agility (or obedience and agility may be held at a different site from conformation.) With the economy and smaller entries this is an adequate size.

Conformation Ring: Items to consider when looking at a facility are that, this would contain the conformation ring which should be 40 x 90 or 50 x 80, with a holding area of at least 10 x 20. The announcer stand must be on risers with two eight foot tables, four eight foot tables need to be set in front of the announcer stand for the ASSA officers and board members. The ring should have adequate spectator space to accommodate seating for 500-700 people. There needs to be one section for 25 year members and one for Judges Education and Ringside Mentoring. This should be located on the side where the examining table will be. Bleachers allow more spectator seating than risers and chairs and the facility **MUST** allow us to erect bleachers.

Grooming Area: usually contains anywhere from 200 to 300 grooming areas that are at least 8 x 8 ft. The number of needed grooming areas depends on the area of the country the National will be in. For all grooming areas, it is necessary to tape off the area into a minimum of 8'x8' spaces.

Only the national grooming room chairperson is permitted to lay out the grooming and ring areas although suggestions from the local club will be considered. The grooming room chair will consider the following: aisles must be acceptable to the Fire Marshall. At a minimum they should be six feet wide, ideally they should be eight feet wide with the outer aisles being at least ten feet wide. When making the layout plan all doors, fire extinguisher, drinking fountains need to be noted. An area for bathing dogs is necessary and can be in a separate room but near to the grooming area. There should be hot and cold water, the Club may also have to buy bathing tubs that can later be auctioned off.

For the grooming area you will need the following items: the grooming room chair will give the local club actual amounts needed. The items listed below are for budgeting purposes.

1. Painters tape and Duct tape: roughly 80 rolls for 400 spaces, you will need less for a smaller number of spaces. Painters tape is used to mark off the grooming areas, and duct tape is used by exhibitors to attach the plastic sheeting to exercise pens. Painters tape is used as it is easier to remove from flooring and leaves no residue.
2. Copy paper: One per grooming space. This is used to write the grooming space number on and tape it to the floor. (some locations are cement and and chalk can be used to write the space numbers).
3. Bags of bedding (pine works the best): One bag per grooming space maximum.
4. Plastic sheeting for exercise pens: one per space. This should to 4mil plastic cut in 13'X13' pieces to allow enough plastic to come up the sides to stop the bedding to spread from one area to another.
5. Bottled water (gals): enough to last the week.(One gallon of water per space per day)
6. Minimum of 16, 50 gal trash barrels to be emptied at least twice a day. The may be provided by the facility at a cost. Plastic trash can liners must be used.
7. An outside dumpster for dog waste will be needed. Check with local waste removal services in the show site area. Be sure to mark the dumpster for waste only if needed.

Storage area: two areas are needed:

a) for storing water, plastic and shavings.

b) a secure, lockable room for trophies, raffle items and ASSA publications. (ASSA publications may be sent via mail, arrangements need to be made with either the show site or the host hotel to receive and store the items until the National. These items are usually sent about a week before the national.)

Exercise Area: Most exhibitors rent a grooming area and have ex-pens set up. An inside public area should be provided as well as a secure outside exercise area.

Cleaning: Check with the show site to see if they provide clean-up service for the facility, such as emptying the trash cans twice a day, if not arrangements need to be made with either Club members or another organization. Boy Scout troops or 4H clubs can raise donations by providing this service. The rings and bleacher area must be cleaned every night and spray bottles refilled with fresh water.

RV Parking: Is determined by the location of the National. Some years there are only as many as 10 available spaces others as many as 30 or more. Compete hook-ups are nice, but not required as long as generators can be used. Arrangements should be made for a septic pump truck to come twice during the week for tank emptying. There will be a charge for this and it needs to be included in the bid expenses. Any costs fees charged by either the show site or the host hotel for RV parking also needs to be included. The cost for both will be charged to the RV'ers but still must be included.

Vendors: The National chair for vendors will work with the local club on determining which vendors will be invited to the National and where they should be placed. There are normally about 20 to 35 vendors and each vendor rents a 10 x10 space with at least one eight foot tables and two chairs, some will also need electricity. Try to keep the vendors in the same area as the conformation ring and grooming. The Vendor Chairman will advise how many spaces, tables, chairs and power will be utilized prior to the show.

PERFORMANCE EVENTS

National Performance: There is a National Performance Chairperson for herding, agility, rally and obedience. All performance events may be held at that the same facility or at separate sites depending on the conformation site. The host club will assist the Performance Chair with decisions on judges for these events by submitting names of judges in the area. These three events may have their own superintendent.

Obedience/ Rally: This event may or may not be at the same facility as conformation. Either way, 20,000 sq. ft. is needed for obedience. Entries vary from area to area depending on the local obedience enthusiasts. Three rings are the minimum requirements; each ring needs to be 40 x 50. If obedience is held in the same building as conformation then the grooming area are usually also rented by obedience exhibitors. There is also normally room around the obedience rings for show-n-go. No equipment may be left over night.

Agility: This event requires a fairly large area and manpower. The event can be held on the main show grounds or if this area is not large enough other facilities close by can be used. Equipment for this event is rented from a local agility club. Agility requires two rings. The minimum useable course area must be 5,000 square feet for Novice, 6,500 square feet for Open, and 8,000 square feet for Excellent per ring. Items that affect useable course space are columns, protrusions, bad/faulty surface, low ceilings and overhangs, etc. While the previous square footage areas are the minimum sizes, a 100' x 120' ring is ideal for agility (12,000 square feet). Remember that this footage is just for the rings and does not take into consideration crating space for participants

Herding: It is preferred to hold this even at a facility used for AKC trials. Since the time of year for the national is March thru May this is the primary time for lambing and thus can prove to be a problem finding stock and facilities. This event can also be held at the main show site if allowed. It is normally set off site and should be within at least an hour drive of the main site. Depending on where the site is this event will require at least five to six workers.

Other Events at the Show Site Throughout the Week

Symposium: Can be held at either the show site or the host hotel. ASSA has a Symposium chairperson that will plan this event in coordination with the host club. Space needed can range from one room with classroom seating for 100- 200 people or two or three rooms with seating for 50-75 people. Equipment needed, screen, projector, and at least two wireless microphones.

Judges Education: ASSA has a Judges Education chairperson who does the planning and execution of this event. It utilizes a classroom setting for approximately 3 – 5 hours. This room needs to hold at least 30 people and 12 dogs with a big enough area for four to ten grooming tables and enough room to gait a sheltie. The Judges Education Chairperson will advise how many will be needed. There also needs to be a television/VCR, microphone, and podium. This room is normally needed from about 9:00am to 1:00pm. Held on Thursday of the show week.

ASSA Annual Meeting: Seating for approximately 125 – 150 theater style is needed. The meeting is normally scheduled one hour after judging on Thursday evening. A head table for the ASSA Officers and Board and two wireless or hand held microphones are needed.

ASSA Banquet: If possible the banquet should be held at the show facility; if not then it should be held at the host hotel. The banquet normally has 150 - 200 participants, and is held on Saturday evening. Decoration of the room and tables is done by the host club. A souvenir item for each attendee is to be included at a cost around \$5 each, which is paid by the ASSA.

Raffles: There are two raffles allowed at the National. One is held by the host club and may use up to 8 tables. The other is held by ASSA Rescue, which also requires at least 8 eight foot tables. The use of that many tables for each raffle is dependent on the amount space available at the site. These are the only raffles allowed. The host club can determine if they want a raffle and for how many days. All profits go to Rescue from their raffle and to the local club from their raffle.

Visiting Hours: This event is held in the grooming area. Decorations are allowed, but you must check with the show site to determine fire marshal rules. The date of the visiting hours is determined by the National Show Chair. You will need to find out if any food items can be placed out for visiting hours from the show site. No alcoholic beverages allowed.

Lunch for Judges: Lunch for the judges needs to be in a room separate from exhibitors and have either a boxed lunch or buffet lunch on Monday, Wednesday, Thursday, Friday, Saturday for conformation. The performance venues must also provide lunch for their judges at their sites.

Other Events: Breeder Workshop usually held on Wednesday evening. They utilize the same room as the symposium and then proceed to the ring for additional “hands on” education. The Junior Handling Clinic is held on Friday evening at the show site and pizza and beverages are to be provided for the juniors.

Hotels

You will need to make sure the following are available at the hotel.

ASSA Board Meeting: The board meeting may be held at the show site instead. The Board will meet Saturday afternoon and all day on Sunday. The president will determine the times for the meeting. You will need to reserve a conference room for 20 people, around a conference table (a square hollow design works best). Saturday you will need to make reservations for the Board to start the meeting. The President decides if dinner will be provided by the ASSA or if the board members need to eat on their own prior to the meeting. There should be water service on the table for this meeting.

The Sunday meeting will need a continental breakfast, with water service; a working lunch should be served around 12:00 and should be served in the conference room. Later in the day there should also be drinks and a food break (cookies and/or other items).

MANPOWER AND DUTIES

As with any dog show, willing and interested workers are the most essential ingredient. At the outset the local club must determine whether they have an ASSA member who knows the ins and outs of producing a fairly large show, and who would be willing to accept the position of Local Show Chair. **A check list and time table is provided in the back of this manual** which will remind you of the large and small items which must be properly cared for or delegated. Such a check list is a great help as it is very easy to overlook things which cause the show to be less than it might have been. ASSA members should be placed in key positions. If the Club feels that it does not have enough manpower, but feels that the local site would be a good place for the National, please still consider making a bid. The needed manpower will be provided by volunteers throughout the country willing to work the National.

A superintendent must be used for the futurity and conformation events. As stated previously, the performance events may have their own secretary or superintendent. The National Show Planner will contact them. A copy of the contract must be included in the bid packet.

Local Show Chair: must be an ASSA member, familiar with the conduct of dog shows and have the time and willingness to give that time to the National Specialty. This individual coordinates the activities of all the committees and acts as the liaison between the host club and the National Show Committees. He/she must keep the National Show Chair up to date on **ALL** plans. It is imperative that they be kept apprised of what is going on ***in writing***. The local show chair is responsible for getting all pertinent information to local working club members with job descriptions, timetables, premium lists, judging schedules, etc. Open communication and team work is the key to making all volunteers feel as though they are part of the national and not just there to get the job done.

The National and Local Show Chairs are responsible for the overall planning, physical preparation, and actual production of the show and other functions of the National Specialty. The National and Local Show Chairs are the only authorized persons to sign any changes for the ASSA once the bid has been accepted by the ASSA Board.

Local Performance Chairperson: Will work with the National Performance Chair and the National Obedience Chair to hire judges. The contracts are to be reviewed by the National Obedience Chair and Performance Chair and signed by them. **No contracts are to be signed by anyone other than the ASSA appointed chairs.** The chair is in charge of ring set up, acquiring knowledgeable ring stewards, have on hand any equipment that is necessary for the running of the obedience ring.

Hotel Contact: The hotel representative handling the rooms for the National usually will request to communicate with just one person from the local club. This person should be the local show chair. One-on-one contact simplifies the planning and execution of show events and avoids duplication errors. The National Hotel Contact will help with any problems that may arise once the National starts.

It is imperative to get all the details **in writing, dated and signed,** regarding any equipment rental, security guards, entertainment, transportation, etc. prior to bid submission. All contracts must be signed by the National Show Chair, to lock in costs, once the bid is accepted by the ASSA Board.

Special Events: should be planned a year ahead of time. Realistic costs for refreshments, meals, etc. should be decided so that the publicity information packet and the master reservation form in the premium list can include this information. The cost of catered meals should allow 25% for tax and gratuity, and at least 10% added for menu price increases. These costs should be put in writing by the hotel representative along with tentative menus, etc. Actual menus and other incidental details can be finalized several months before the show.

In order to avoid miscommunication concerning details agreed by the hotel representative and the local show chair (including any hotel charges and/or relevant layout diagrams), a complete set of BEO's should be obtained from the hotel representative. (BEO's are sheets containing instruction forms the hotel sales staff, which handles contracts and plans, gives to the various personnel who will provide the services during the event.) This paper provides mechanism for plans to be reviewed, updated or changed.

The hotel check-in time policy should be emphasized in the pre-show information and the premium list. If the check-in time is mid-afternoon and the hotel is fully occupied beforehand many of the rooms will not be cleaned and ready ahead of time. Exhibitors arriving early can be disappointed if their room is not ready when they arrive. If the hotel requires that plastic sheets be given out to individuals who will have dogs in their room, then the local club will need to pre-cut them and take them to the hotel prior to the National so that they can be given out upon check in. Large black garbage bags also works well for floor protection.

The person taking on the hotel liaison position should be especially diplomatic to be able to handle any problems that may arise. He/she should maintain daily contact with the head of housekeeping to head off any potential room problems and suggest that the hotel contact him/her instead of the problem guest.

Local Trophy Chairperson: Trophies are purchased by and through the ASSA and are shipped to the Local Trophy Chairperson along with any leftover trophies from the previous National. The Local Trophy Chair is responsible for receiving the trophies and displaying them at the show. This person must open and inspect all trophies several months prior to the show in order to be able to identify any damage, shortage, or errors which must be corrected prior to the show. This person is responsible for receiving checking and storing the rosettes. Trophies and rosettes for each days judging are to be placed

out daily at ringside.

It is imperative that trophies be ordered early enough so they can be received by the local trophy chair at least 6 weeks before the first day of any judging including Performance.

Local Show Treasurer: to handle local club funds from raffles, sales, and local events.

Local Catalog Sales: Assists and relieves the national catalog sales chair.

Event Ticket Distribution: To distribute previously ordered tickets and to take additional reservations for events.

Hospitality Chair: This position should be divided into as many sub-committees as needed, i.e. transportation, local club functions, judges, hospitality room, handicap assistance, event tickets, welcome packets and special events. This person works with the Local Show Chair on arranging for dinners, judges lunches, etc.

Hospitality is one of the most important positions available. The person in charge should have all details of the show, facilities, highways, air transportation, camping, hotels, all committee heads, prices of ads, booths, dinners, symposium, entries, etc. The following is a list of required tasks:

Judges hospitality is normally handled by the National Hospitality Chair. The National Chair, however, may ask for assistance from the local chair, especially transportation to and from airport and hotel for arrivals and departures.

Club Hospitality:

- a) Line up manpower for a Hospitality table with leaflets on activities, hotel rule, catalog sales, etc. Hospitality begins with the first arrival. If a local CVB is utilized they should be used for high traffic days. That is what they get paid for by their clients. There should be someone available when exhibitors begin to arrive to answer any questions or help out if they have any problems. Hospitality of some sort may start at the airport meeting people, giving directions, to hotel transportation, or to the car rental area. If the hotel does not provide transportation from the airport, then alternative suggestions for getting to and from the show site should be included in all information.
- b) The local club may want to line up a **local travel agent** to work with out-of-towner's.
- c) Look into **transportation** cost and include all information in the pre-show publicity so there are no surprises. Is there a direct phone at the airport to the hotel for their transportation? Are there limits as to how many crates can go in one trip via hotel transportation?
- d) Arrangements for the banquet. This must be planned well in advance in conjunction with the National Hospitality Chair, as all information and prices must be published in the pre-show publicity as well as the premium list. Souvenir mugs or another type of keepsake needs to be designed and ordered. These souvenirs are given out free to those that attend the

banquet. Center pieces for each table need to be designed and made.

Local Symposium Chair: This person works with the National Symposium Chair to discuss and coordinate the symposium and determine price of the symposium tickets. This person works with the Local Show Chair and Local Hospitality Chair to determine the best place to hold the symposium and make needed arrangements for the room and other equipment that is needed.

Local Publicity Chair: Responsible for informing and coordinating local radio, television networks and local papers of the upcoming event, and provides the necessary information. Responsible for making sure that the local club webmaster has all the necessary information in a timely fashion.

Local Raffle Chair: This position, although not required, is for the benefit of the host club. A good raffle can make or break the income a club derives from the National. Some clubs have taken in as much as \$5,000 or as little as \$2,000. All raffle items should be donated, nothing should be purchased. Most clubs have experience with holding local raffles, so not much explanation is needed. One responsibility that the local chair does have is to make sure that state and local laws pertaining to the holding of raffles is adhered to.

Local Vendor Chair: This person works with the **National Vendor Chair** to determine how many vendors can be accommodated at the show site, where they will be located. The layout is done by the grooming room layout chair. This layout must show the facility, electrical outlets, unusable space, such as doorways, fire extinguishers, etc.

Local Ring Steward: Is responsible for coordinating the assembly of bait provided at ringside for futurity and all the days of the breed judging as well as a ring cleanup crew. The National Chief Ring Stewards will take care of the judges and making sure that ring procedure is followed.

Local RV Chair: The Local RV chair will work with the National RV Chair. Provide a layout of the RV area with spots numbered. Only the National RV Chair is responsible for assigning the RV parking spots. The local chair needs to make sure the area is kept clean and enforce the rules of the show in the RV area

Local Cleanup Chair: Responsible for the cleanup at the site both inside and out. Cleanup may be done by either volunteers or by the local club locating an organization that is willing to do it for a nominal fee (such as the Boy Scouts, 4-H clubs, school groups, etc.) The inside trash cans should be emptied at least twice a day, the outside ones, as needed. Check with the facility to see if they provide this service and at what cost. This person also makes sure that all the required equipment, such as microphones, TVs, screens, podiums, etc. are where they are supposed to be when they are needed.

Other jobs that need to be handled but may not require separate committees are: club banners, souvenir sales, welcome packets, event tickets distribution, handicapper assistance, bait and equipment.

REQUIREMENTS OVERVIEW

Time Frame: March through May

Hotel: A full service hotel is preferred for the judges and Board and others determined by the National Show Chairperson. Check in is staggered: Friday is low (5% - 10%), Saturday and Sunday will be up to 90%. Check out is done the following Sunday. (8 nights).

Attendees: 500 to 800 depending on the area of the country.

ASSA picks up the cost of approximately 12-15 rooms per night for the duration of the event.

Airport shuttle service is a plus, but not required. Transportation is needed for the judges and possibly the ASSA Board members.

Conference room for Board meeting (if held at the hotel) needs to hold 20 people on the first Saturday late afternoon and all day Sunday, possibly one day during the week. Continental Breakfast, working lunch, cookie breaks are needed.

Show Site Requirements:

Minimum 50,000 sq. ft. clear, indoors for conformation, **20,000 sq. ft.** for agility and obedience.

Set up is on Saturday or Sunday, breakdown on the following Sunday.

Breed ring approximately 50 x 80.

Bleachers and/or risers around ring for spectators. Video camera will be placed at one corner of the ring. 400 to 500 people require seating daily from 8 am to 5pm (approximately) except the last Sunday.

Must be able to erect bleachers or stage seating.

Grooming space (minimum of 200 8x8ft spaces) indoors included in the sq. ft.

Bathing area for the dogs.

Approximately 500-1,000 dogs will be housed in the grooming area, 24 hours a day.

Security is needed from either the grounds staff, or a security service. Evening security is needed after the show site is closed, until it opens in the morning. Normally from 10:30 pm to 6:30am.

Vendors, some with electricity -- approximately 20 - 35 (10x10ft space).

Banquet Saturday evening approximately 125 - 250 attendees with a podium

Conference areas/breakout rooms for Symposium on Tuesday. Approximately 200 attendees

Holding area (ready ring) for the breed ring should be at least 15X25 ft. with several 8' tables or risers.

Announcer stand with two eight foot tables set on risers in front of the holding area will need a microphone, overhead projector and large screen (electrical will be needed).

Strategically located food service from approximately 8am to 3 pm.

Storage room required for shavings, water and ASSA raffle and a local raffle.

A secure locked room for the trophies.

Outdoor parking for approximately 25-35 motor homes is desired not required. Hookups are desirable but not required.

Adequate garbage barrels, these will need to be emptied at least twice a day.

Parking for approximately 200 cars per day.

Pagers or walkie talkies should be provided for key show personnel.

Exercise area for use 24 hours per day

Performance events--Obedience, Agility, and Rally may be located at the same site as the conformation, but is not required.

Herding should be in close proximity to the show site for the early part of the week.

Sheep will be required and will be tested in an arena. If the herding is at the main show site fencing will

be required and shelter depending on the owner of the livestock. Ducks are also required
Approximately 40-60 dogs will participate.

Parking is necessary, spectator seating is highly desirable.

Obedience/Rally: Approximately 150 dogs will participate. Well-kept grass is required if using an outdoor site. Shade and adequate parking are necessary. If the facilities are indoors either dirt or solid floor is fine. If concrete, then the rings will need to be fully matted.

Agility: Same as requirements for Obedience.

TIMETABLE

The following timetable may be used as a general guide:

48 months before the show: Invitation to bid for the National are sent to all clubs within the area. During this time the National Show Planner will visit the Club(s) and prospective show site(s).

42 months: clubs send preliminary bids to the National Show Planner.

36 months: ASSA Board will select a host from the bids received. Bid package is due at least one month before the present year National, so the Board can review the packets.

24 months: Confirm all space reservations at show site and reconfirm your needs.

Contact the National Performance Chair with the names of obedience agility, and herding judges in the general area of the National that would draw a good entry. The number of judges will depend on how active the three performance events are in your area. The National Performance Chair will help you decide on the number of judges needed, you should however, have at least five names on each list.

18 months: Submit final plans with all local committee members and events to the National Show Chair.

12 months: Resubmit an update of your budget plan to both the National Show Advisor and the National Show Chair.

Contact a veterinarian for the National to be on call or close to the show site.

Submit all information about the National week to the ASSA Bulletin Board Editor for publication. At this time you can send the information to the breed magazines. Before you advertise the judges names make sure you contact the Show Chair to make sure AKC has approved the show and the judges.

10 months: The Local Show Chair should start working with the local chairs on finalizing all the contacts and making sure all need material for the National have been ordered, rented or bought. Contact local authorities for any needed permits, paying special attention to rules governing raffles and vendors.

Work with the National Show Chair on getting the correct information to the superintendent for publication in the premium.

6 months: All Local Committee Chairs must have visited the show site at least once to be familiar with the layout of the facility. Local grooming room must work with the national chair.

3 months: Check with the host hotels and the show site to make sure there are no last minute changes that need to be handled.

Start making welcome packets. Packets should contain brochures on local attractions, entertainment events, and restaurants. Information on the general rules on behavior and the layout of the show site should also be in the packets. Clubs may also add any other items they feel will enhance exhibitors stay. The local Convention and Visitors Bureau should be able to help get local information

1 month: Again check with the host hotel and show site to make sure everyone is on the same page, go over all hotel and show site arrangements.

2 weeks: Schedule a meeting at the show site with all Local Committee Chairs; include as many workers as possible in the meeting. Go over the all the plans and details to ensure that everyone knows how everything will proceed.

1 week: Meet again with the host hotel sales manager and chronologically run through the entire event to ensure that everything evolves as planned. Also check that hotel rooms are reserved for the judges.

The National is a large event with a large amount of money flowing through it. Clubs must take a serious business like approach to ensure accountability, cost control and profitability. While profit is not the goal or purpose of the show, it must be kept in mind that the monies for each National support the beginning of the next.

ASSA National Worksheet

Item	Chair	Phone Number	Email Address
Superintendent			
National Show Chair			
Local Show Chair			
National Asst. Chair			
Local Asst. Chair			
National Show Planner			
Facility Contacts			
National Performance Chair			
Conformation Judges			
Futurity		Contract received?	
Best of Breed		Contract received?	
Dogs		Contract received?	
Bitches		Contract received?	
Jr. Showmanship		Contract received?	

National Show Treasurer			
Local Show Treasurer			
National Grooming Space and Equipment Chair			
Local Grooming Space and Equipment Chair			

ASSA Supplies

Items ordered should be able to be returned if unused

Item	How Many	Order From	Person Responsible
Plastic (4mil) cut 13x13	one for each grooming area		
Bottled Water	1 gal per day per grooming area		
Cedar Shavings	one per grooming area		
Bait: liver and chicken	approximately 100 lbs.		
Rolls of baggies and waste containers for clean up	1 for every 2 RV sites and at least 12 sites outside with a garbage container at each site		
Painters tape of marking off grooming areas	100 rolls		
Duct tape for exercise pens in grooming areas	90 rolls		
Paper towels for clean up around the ring	12 rolls		
Spray bottles with disinfectant for ring	2 bottles		
Spray bottles for water around ring side	24 bottles (fill with water)		
Welcome packets for exhibitors	400 - 800		
Plastic for Hotel or large plastic bags	200		

Brooms & dust pans for grooming area	6 each		
Poop Scoop for Ring	1 set		
Dumpsters for grooming area	1 with the ability to order pick up when full and to bring another		

Comments: _____

National Budget

The National is a large event with a large amount of money flowing through it. Clubs must take a serious business like approach to ensure accountability, cost control and profitability. While profit is not the goal or purpose of the show, it must be kept in mind that the monies from each National support the beginning of the next.

EXAMPLE of a Preliminary Budget for Conformation only (Excel, or Quicken can be used for the financial report

Projected Income and Cost for the ASSA National for Conformation only (this are estimates to give you an idea of cost and income)

Superintendents charge differently – Onofrio charges a fee plus per entry, MB-F includes their fees within the charges for each entry. When comparing contracts use hypothetical numbers for entries and other items associated with the superintendent's charges.

All prices are for comparison only and are based on estimated charges for 2013

Some facilities charges include chairs, tables, risers, etc. but it is common to have additional charges for tables, chairs, risers, curtains to section off areas. Audio visual expenses can be quite high. It is important to get all these costs into the estimated budget so that the ASSA board can make an informed decision whether to consider your bid.

Items that are dependent on the economy and location must be taken into consideration. Entries will vary from West coast to East coast and all entries are down due to the economy. Cost of hotel rooms to exhibitors, distance from a large airport, shuttle costs, and price to fly dogs directly impacts on the number of exhibitors.

Estimated Profit and Loss (Budget)

Albany, Oregon

April 22-27, 2013

Item	Quantity	Each	Income	Expense	Notes
Superintendent (Onofrio)					
Fees (Superintendent)	5 Days	\$935.00		\$4,675.00	
AKC Listing Fee	600	\$3.00		\$1,800.00	
Catalog Ad's	20	\$80.00	\$1,600.00	\$940.00	\$47 cost per ad
Catalog Ad's For Judges	4	\$47.00		\$188.00	
Catalog Ad's ASSA	26	\$47.00		\$1,222.00	
Catalog Sales	300	\$20.00	\$6,000.00		
Premium List (16 pages)	2000				
P/L Additional Pages	8	\$47.00		\$376.00	
P/L Postage 1st Class	900	\$2.00		\$1,800.00	
Futurity	130			\$890.50	\$6.85 per futurity entry
Entries	600	\$40.00	\$24,000.00	\$6,300.00	\$10.50 per entry
Additional Entries	20	\$25.00	\$500.00		Stud Dog, Brood Bitch etc.
Sub Totals			\$32,100.00	\$18,191.50	

Facility

Facility Rental	8 days			\$19,637.00	
RV Parking 12 Spaces	8 days				
Grooming Spaces	225	\$75.00	\$16,875.00		
Vendor Spaces	25	\$450.00	\$11,250.00		
Bleachers	8	\$50.00		\$400.00	
Tables	100	\$9.00		\$900.00	
Chairs	200	\$1.50		\$300.00	
Risers	1			TBD	
P.A. System	1			TBD	
Screen				TBD	
Dumpsters				\$1,000.00	
Clean-Up Personnel				TBD	
Security - Evenings				\$2,000.00	
Sub Totals			\$28,125.00	\$24,237.00	

Item	Quantity	Each	Income	Expense
------	----------	------	--------	---------

Judges

Futurity Per Diem (1 judge)	2	\$45.00		\$90.00
Conformation Per Diem (3 judges)	4	\$45.00		\$180.00
Air Fare for Judges	4	\$500.00		\$2,000.00
Meals/Judges Hospitality				\$1,000.00
Lodging	15	\$129.00		\$1,935.00
Photo Album	4	\$50.00		\$200.00

Gifts	4	\$100.00		\$400.00
-------	---	----------	--	----------

Sub Totals			\$0.00	\$5,805.00
-------------------	--	--	---------------	-------------------

Show Items

Trophies				are not included
Photographer	7	\$129.00		\$903.00 Lodging
Videographer	7	\$129.00		\$903.00 Lodging
Chief Ring Steward	7	\$129.00		\$903.00 Lodging
Show Chair Hotel	7	\$129.00		\$903.00
Flowers				\$600.00
Badges				\$300.00 Show Personnel
Signs				\$330.00 25 Yr. members
Water - gallon jugs	1200	\$1.00		\$1,200.00
Plastic 10 x 13	225	\$6.25		\$1,406.25
Shavings	225	4		\$900.00
Tape, Buckets, Paper Towels				\$500.00 Allowance
Futurity Funds (20% of Total)			\$1,200.00	
Catalog Mailing	30	30	\$900.00	\$100.00 \$10 marking & Mailing
Judges Table Refreshments				\$300.00 Limited Allowance
Judges & Stewards Lunches	75	\$15.00		\$1,125.00
Souvenirs			\$8,000.00	
Raffle			\$5,000.00	
Sub Total			\$15,100.00	\$10,373.25

Grand Total			\$75,325.00	\$58,606.75
--------------------	--	--	--------------------	--------------------

Profit				\$16,718.25
---------------	--	--	--	--------------------