

Draft BFCA National Event Committee

The purpose of the Committee will be to provide guidance, support and any assistance needed to the Chairpersons and Sub Committee's of any show held by BFCA. The Committee will consist of the current Show Chair (s), and at least 2 previous Show Chairs. These guideline should be reviewed at least every two (2) years or as needed. Show Committee Chairs should contact any Event Committee member with basic questions regarding their duties in order to lessen the burden on the Show Chair.

The location of each show will be determined based not only of location, but also on availability of a hotel to provide the space and needs of the club. The location of each show is determined at least 2 years in advance, and the Club will work with Susan Francois to find the appropriate location.

The Corresponding Secretary of the BFCA will be responsible for completing the application and submission of the AKC application for a show, **although the Show Chair may choose to do so if desired,** and sending the agreement letters to the judges

NATIONAL SPECIALITY SHOW CHAIR/ PARENT CLUB SHOW CHAIR RESPONSIBILITIES:

- The Show Chair will work closely with Susan Francois on the hotel contract and any issues with the hotel, not limited to but including making sure that there are rooms available for Hospitality Night, the Banquet, Board Meeting, Annual Meeting, Judge's lunch, Seminar, and a room for Club supplies
- The Show Chair will keep the BFCA Board of Directors updated on the plans for the National Specialty/Parent Club Specialty
- All Committee Chairs will report to the Show Chair and update the Show Chair on what is being done as appropriate
The Show Chair will be responsible for obtaining the services of a Show Superintendent or Show Secretary
The Show Chair will work with the Superintendent/Show Secretary on applicable issues
- The Show Chair will be responsible for the Premium List
- The Show Chair will be available the week of the National Specialty to address/handle any issues that arise with the hotel or exhibitors
- The days of the National Show, the Show Chair will be available to oversee the smooth running of the show, and be available for pictures along with the Club President
- The Show Chair will present the Judge's gifts to the Judges, which will include a Thank You note and instructions for a written critique of the dogs judged
- The Show Chair will ensure that all bills are received by the Club Treasurer and paid in a timely manner
- The Show Chair will prepare and submit a report for the Club Bulletin, Constant Contact and Face Book as needed
- The Show Chair will be responsible for asking members to Chair the various Sub Committees
- An Assistant Show Chair will be appointed and will work closely with the Show Chair on any other duties as described below

ASSISTANT SHOW CHAIR RESPONSIBILITIES

- The Assistant Show Chair will be responsible for obtaining the judges for Obedience/Rally, Junior Showmanship, and 4 to 6 month puppy
 - Utilize the AKC Judge's Directory to locate judges that live in relative proximity of where the show will be held and contact them to determine if they would be willing to judge the show
 - Notify the show Chair immediately of the judges agreement to judge so that the Show Chair can complete the AKC application
 - Make room reservations for all of the judges as appropriate
- Arrange the luncheon on the day of conformation judging. The attendees will include the Conformation judge, Obedience/Rally judge, Sweepstakes judge, Juniors judge, 4 – 6 Month judge, Special Event judge, and Futurity judge, Club President unless showing, the Show Chair, and the Stewards
- Arrange with the hotel, as appropriate, for a grab and go lunch set-up on the show days
- Responsible for ordering any extra ribbons after the show as needed/requested by exhibitors/owners and mailing any ribbons that the ribbon company will not mail
- Review the Premium List in conjunction with the Show Chair
- Perform any other tasks as needed and determined by the Show Chair
- Attend the show to provide assistance to the Show Chair as needed

The following Sub-Committees will be needed, but are not limited to: Ribbons, Advertising, Trophy/Patron Donations, Catalog Sales, Stewards, Sales, RV Parking, Vendors, Banquet Reservations, Ribbon/Trophy Display, Judges Gifts and Hospitality, Candid Photos, Announcer, Seminar

RIBBONS

In the past Hodges Ribbon Company has been used, but ribbons can be ordered from any company depending on cost, availability and design

- Ribbons will be ordered for the National Specialty and Parent Club Specialty if held in conjunction with the National Specialty. If a Parent Club Specialty is held in conjunction with an all-breed show a separate person will be in charge of ordering those ribbons
- Ribbons for the major awards can be ordered prior to close of entries: Best of Breed, Best of Winners, Best of Opposite Sex, Select Dog/Bitch, Best of Winners Dog/Bitch. Reserve Winners Dog/Bitch, Best Bred-By Exhibitor, Best Puppy. Best Opposite Sex to Best Puppy, Best Owner Handler, Best Puppy in Sweepstakes, Best of Opposite Sex Puppy in Sweepstakes, Best Junior in Sweepstakes, Best Opposite Sex Junior in Sweepstakes, Grand Sweepstakes Winner
- The following ribbons will be ordered once entries close: All the class ribbons, All Obedience/Rally ribbons, All major Obedience/Rally ribbons, Veterans Ribbons, Stud Dog/Brood Bitch Ribbons, Award of Merit Ribbons, Parade of Champion Ribbons (these ribbons will have the name and title of the dog on the ribbon)
- All ribbons will have the name of the Club, the club logo, The words National Specialty or Parent Club Specialty, the date of the show and location of the show, and title of the win printed on them

ADVERTISING

- Soliciting and assisting with the layout as needed of catalog ads, can be done via phone calls and/or Club Bulletin, Constant Contact and Face Book
- Submitting catalog ads per the Superintendent/Show Secretary deadlines
- Notifying the membership of the deadline for submission of ads via the Cub Bulletin, Constant contact and Face Book

TROPHY/PATRON DONATIONS

- Solicit donations for trophies and Patrons of the Club, can be done via phone calls and/or the Club Bulletin, Constant Contact and Face Book
- If applicable, submit to the Show Chair and the Board ideas/samples of trophies, along with the cost for the Show Chair to submit to the BFCA Board for approval
- Keep an accurate record of which trophy is ordered and the name of the person donating the trophy, and the same for Patrons of the Trophy Fund
- Submit the list of Trophies/Patrons for printing in the Catalog per the deadline required

CATALOG SALES

- Lead person of this committee will attend the show and recruit additional people to assist with catalog sales as needed
- Obtain start-up money from the Treasurer on the day of the show
- Catalogs can start being sold one hour to the start of the show, and will be sold on the two (2) days of the show
- Catalogs will be put aside for each judge, the Stewards, and the Club (the Superintendent/Show Secretary usually does this, but verify it before selling catalogs)
- Only members of the club should be handling the money

STEWARDS

- There will be a Chief Ring Steward and an Outside Ring Steward for both days of the National Specialty Show and for the Parent Club Show. A Ring steward may or may not be necessary for a Parent Club show that is held in conjunction with an All-Breed show
- The Chief Ring Steward will be someone with experience stewarding and the Outside Ring Steward could be someone who would like to learn about stewarding
- The Ring Stewards are responsible for handing out armbands and noting any absences as notified by exhibitors
- The Chief Ring Steward will call each class into the ring, assuring that all entries are present and noting any absences and informing the judge of absences
- At the conclusion of judging each class the Chief Ring Steward will verify and mark in his catalog the placements and confer with the judge if there are any discrepancies in what the judge has marked and what the steward has
- The Outside Ring Steward or the Chief Ring Steward will provide any clean-up in the ring as needed and provide needed items for clean up
- For Best In Breed judging both stewards should note which dogs have made the judges cut to return to the ring for final judging

- The Chief Steward will hand the judge the appropriate ribbons, and any trophies as applicable, for each class
- Will provide the announcer with the placings for each class
- Asking the judge when they will be taking a lunch break, or a short break and notifying the announcer of such

SALES

- There will be a table available for the sale of Club items and a table available for Rescue items to be sold.
- The Club table will be manned by one or more club members with all proceeds going to the Club
- The Rescue table will be manned by any of the rescue volunteers or people willing to help, with all proceeds going to the Bichon Frise Charitable Trust
- The Club table should be available starting the first day of activities (generally this is on a Tuesday)
- Responsible for ordering T-shirts and/or other items for the Club table

VENDORS

- One, or more, persons will be responsible for contacting various vendors to sell their merchandise at the show, starting on the first day of the show
- The number of vendors that can be used depends on the availability of space at the hotel
- An agreement of space will be sent to each vendor, which will include the time they can set-up their space and the cost of the space
- Responsible for contacting/knowing how many vendors will be participating on Hospitality night

RIBBON/TROPHY DISPLAY

- One or more persons will be responsible for setting up the trophy table
- Responsible for ironing the ribbons as needed
- If desired and a budget allowed (to be approved by the Board), some sort of decoration can be placed on the trophy table (such as flowers or something related to the show logo) and a small flower arrangement for the pictures
- Responsible for getting the appropriate ribbons and any trophies to the stewards table at the start of each class
- Responsible for clean- up of the trophy table and returning any table covers to the appropriate person

JUDGES GIFTS AND HOSPITALITY

- Responsible for ordering gifts for each judge and wrapping them, or putting them in a gift bag
- Responsible for checking with the judges to see if they need anything
- Responsible for providing hand sanitizer, tissues, and maybe some sort of hard candy on the judges table

HOSPITALITY BAGS

- One or more persons will be responsible for obtaining items for the hospitality bags
- Responsible for getting the bags

- Responsible for “stuffing” the bags
- Responsible for getting the bags to the reservation/greeting table and assisting as needed with distributing the bags

BANQUET

— Responsible for choosing the meal option for the Banquet, assuring that there are options available for any special dietary requests

- Responsible for notifying the membership of the banquet options and deadline for reservations via the Club Bulletin, Constant Contact and Face Book
- Responsible for taking reservations for the banquet
- Responsible for making the appropriate food cards for each reservation
- Responsible for making the name tags for attendees
- Responsible, along with the assistance of the people from the Hospitality Bags, to man the greeters table starting on The first day of activity (generally a Tuesday) and hand out the appropriate information
- Responsible for having the table sign-up sheets available after the annual meeting

ANNOUNCER

- Responsible for attending the show days and announcing any information necessary
- Responsible for announcing the placements in each class
- Responsible for having a place to mark the placements for attendees to see

RV PARKING

- Responsible for coordinating with the hotel for the area to be used for RV parking
- Responsible for taking reservations for RV parking
- Responsible for notifying the membership of the availability and cost of RV reservations
- Responsible for being present the beginning of the show week to direct people to the proper place to park the RV

CANDID PHOTOS/LIVE STREAMING (May be done by 2 or more people)

- Responsible for taking candid photos of activities during the week and getting those photos posted on the Club web site in a timely manner
- Responsible for Live Streaming the show both days and notifying the membership of the means to view the video

RAFFLE/AUCTION

- Responsible for notifying the membership via the Club Bulletin, Constant Contact and Face Book where raffle/auction items should be sent, or be notified of someone bringing something to the show
- Responsible for organizing the items received
- Responsible for setting up the raffle/auction table
- Responsible for determining which items are to be used for the auction

- Responsible for obtaining an auctioneer and assisting the auctioneer the night of the raffle/auction
- Responsible for clean-up at the end of the auction/raffle, which will include unclaimed items

SEMINAR

- Responsible for presenting to the Board the topic and suggested speaker, along with any costs involved, for approval
- Responsible for obtaining the speaker
- Responsible for sending the speaker an agreement letter if applicable
- Responsible for notifying the hotel of any items needed for the seminar (microphone, projector, tables, etc.)
- Responsible for having any hand-outs as applicable
- Responsible for taking reservations as applicable
- Responsible for any clean-up at the end of the seminar as applicable

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