



Let's Put on a Show

What does it take to put together a conformation and/or an obedience show?

The following outline is an abbreviated version of a timeline and guidelines the UMASC BoD has been working on. For more information and details please contact the BoD.

Anyone can put on a show. Often the person putting together the show will be the Show Secretary, but a committee putting the show together will allow for more options and opportunities.

For a conformation show the following positions cannot show to the judge:

- the Show Secretary
- the person contracting and communicating with the conformation judge
- the person stewarding conformation for the judge

Some clubs offering multiple shows during a weekend, will use different Show Secretaries for each show. Then they can show at other shows during the weekend. Other clubs select people who don't currently have dogs to show to be the Secretaries for the weekend. Often the show secretary will also call the judges for availability and steward for them at the show.

The first decision is what kind of show to have, where to have it and when to have it.

- Compare against other regional shows to determine when an opportune time might be.
- Where will the show be held. In Minnesota most are held indoors at local dog training facilities due to the variability of the weather, but other options can be entertained.
- What kind of shows, conformation and obedience, or just one venue. Will there be multiple shows offered? For example five conformation shows over a weekend, or just a one day show offering two back to back shows. Will there be special classes offered? Will there be a "theme" for the show?

All show sanctioning paperwork must be approved by ASCA 45 days before the event. Planning for the show should commence at least 3-6 months prior to the event.

Select dates and a location for the show. Verify availability of location and contact information for UMASC Treasurer to pay for facility.

Once the judges have been confirmed, sanctioning paperwork must be sent into ASCA for approval. One of the UMASC Show Coordinators must sign the paperwork that is sent in. Fees for sanctioning can be obtained from the UMASC Treasurer.

Show flyers/premiums are created and distributed, by the UMASC Secretary.

Trophies are purchased by the Show Secretary/Committee, within UMASC dollar guidelines and ribbons will be obtained from UMASC's ribbon coordinator.

Pre-Entries and Show paperwork will be sent to entry clerk/Show Secretary. They will assign numbers to each entry as they are received.

If food and refreshments are offered, it is easier to have a hospitality person responsible for that. A minimum is usually to have refreshments available.

If judges are hired from out of town, a liaison will needed pick up judge from the airport or hotel, provide entertainment/ meals and keep them sequestered from the show site until their judging time.

Prior to the show starting that day, rings will need to be set and someone will need to take gate entries if applicable, fill out show paperwork and post the entries to the entry board.

Stewards are needed for the judging table (1-2 for conformation, 2-3 for obedience). The steward is the judge's assistance. They announce classes, make sure the exhibitors are ready for the next class, assemble appropriate ribbons and trophies. In obedience stewards also assist the judge in the ring with the individual dog exercises.

When their assignment is completed the judge may need to be available for photos. They will need to be thanked and reimbursed their time and expenses.

At the end of the show day, there will be some facility clean up, such as vacuuming, taking out the garbage, putting equipment back to where it is stored.

After the show, paperwork will be filled out and sent to ASCA within 2 weeks for exhibitors to get their appropriate awards, points, legs and titles. Copies of the paperwork is forwarded to those responsible for year end awards paperwork and results to be entered in the newsletter.

The more people helping at events, the easier the weekends become and as more people learn the functions and elements of a show, maybe there will be more shows to be offered for UMASC's participants and supporters. Many of the stewarding or assisting capacities can be arranged so that it only covers a couple of hours.

If you want to help at an event, or learn how to hold an event, please contact a UMASC BoD member to find out more... We'd love to help you, help us.