EVENT CHECK LIST

DATE: _____ **LOCATION:** _____ **EVENT CHAIRPERSON:** _____

EVENT: _____ **TRIAL CHAIRPERSON:** _____

JUDGE: _____ **SHOW CHAIRPERSON:** _____

HOSPITALITY **CHAIRPERSON:** _____

- ☐ NUMBER IN JUDGE'S PARTY
- ☐ ITINERARY SET
- ☐ TICKETS PURCHASED
- ☐ ACCOMODATIONS ARRANGED
- ☐ LOCAL TRANSPORTATION
- ☐ AIRPORT GREETING GROUP
- ☐ HOSPITALITY NIGHT
- ☐ SIGHT SEEING ARRANGED
- ☐ APPRECIATION GIFT
- ☐ JUDGE'S FEE/EXPENSES
- ☐ TRANSLATOR REQUIRED

ADVERTISING **CHAIRPERSON:** _____

- ☐ SPECIAL ARTWORK
- ☐ PRIZE LIST COMPILED
- ☐ PRIZE LIST PRINTED
- ☐ POSTERS PRINTED
- ☐ ADVERTISING FLIERS PRINTED
- ☐ ENTRY FORMS PRINTED
- ☐ FLIERS/ENTRY FORMS MAILED
- ☐ DIRECTION SIGNS READY
- ☐ PRESS RELEASES READY
- ☐ MEDIA COVERAGE ARRANGED
- ☐ CATALOG ADS COLLECTED
- ☐ CATALOG COMPILED/PRINTED
- ☐ SITE CATALOG SALES
- ☐ COPY BACK TO ADVERTISERS
- ☐ AD MONEY COLLECTED

AWARDS **CHAIRPERSON:** _____

- ☐ PERPETUAL TROPHIES RETURNED
- ☐ NUMBER OF RIBBONS REQ'D
- ☐ NUMBER OF TROPHIES REQ'D
- ☐ TROPHY DONATION LIST
- ☐ RESULTS BLACKBOARD/CHALK
- ☐ PERSON TO POST RESULTS
- ☐ TROPHY DISPLAY SETUP
- ☐ RECORD PERPETUAL TROPHY WINNER
- ☐ WRITE-UP TO RKNA

EQUIPMENT/FACILITIES **CHAIRPERSON:** _____

- ☐ GRASS CUT
- ☐ FENCED/ROPED OFF
- ☐ BUILDING CLEANUP
- ☐ WASHROOM FACILITIES
- ☐ DIRECTION SIGNS POSTED
- ☐ SPECTATOR PARKING
- ☐ PARKING DIRECTOR NEEDED
- ☐ SPECTATOR SEATING
- ☐ PA SYSTEM/ANNOUNCER REQ'D
- ☐ TENT/SHELTER
- ☐ FLAGS/BANNERS UP
- ☐ DOG EXERCISE AREA DIRECTION
- ☐ DOG WATER SUPPLY
- ☐ POOPER SCOOPER PERSON
- ☐ GARBAGE FACILITY
- ☐ PHOTOGRAPHER REQ'D
- ☐ VIDEO FACILITIES
- ☐ DIRECTION SIGN REMOVAL

KITCHEN **CHAIRPERSON:** _____

- ☐ BREAKFAST REQUIRED
- ☐ BREAKFAST HELP NAMED
- ☐ MENU/SUPPLIES
- ☐ LUNCH REQUIRED
- ☐ LUNCH HELP NAMED
- ☐ MENUS/SUPPLIES
- ☐ PRICES ESTABLISHED
- ☐ FOOD/DRINK TICKETS
- ☐ TICKET SALESPERSON
- ☐ LIQUOR LICENSE REQ'D
- ☐ LIQUOR/BEER PURCHASED
- ☐ BARTENDERS NAMED

ENTRANCE/EXHIBITORS **CHAIRPERSON:** _____

- ☐ CLOSING DATE ESTABLISHED
- ☐ ENTRY FEES ESTABLISHED
- ☐ ENTRY FORMS/FEE RECEIVED
- ☐ FEES TO TREASURER
- ☐ RECEIPTS ISSUED
- ☐ VALID MEMBERSHIP CARD REQ'D
- ☐ IPO TITLE/SURVEY REQ'D
- ☐ RKNA FORMS PREPARED
- ☐ RKNA FORMS ON HAND
- ☐ SCORESHEETS FILLED OUT
- ☐ JUDGE'S BOOKS FILLED OUT
- ☐ PAPERWORK TABLE AVAILABLE
- ☐ COMPUTER & PRINTER AUTH. FORMS SUBMITTED
- ☐ PENS/PAPER/ ETC
- ☐ BRIEFCASE/CLIPBOARD
- ☐ FIRST AID KIT
- ☐ SCOREBOOKS RECEIVED
- ☐ SCOREBOOKS RETURNED
- ☐ SCORESHEETS/RECORDING FEES/EVENT

IPO TRIAL **CHAIRPERSON:** _____

NUMBER OF ENTRIES FOR: _____ BH_____ AD_____ IPO 1_____ IPO 2_____ IPO 3_____ FH_____ FH2

TRACKING

☐ FIELDS CHOSEN (FIRST DAY)
☐ FIELDS CHOSEN (SECOND DAY)
☐ LANDOWNER'S APPROVAL
☐ GRATUITY FOR LANDOWNER
☐ FIELD LOCATION MAP
☐ TRACKLAYING START TIME
☐ TRACKING STAKES/ARTICLES
☐ COMMUNICATION EQUIPMENT
☐ CROWD CONTROL
☐ PARKING DIRECTOR
☐ TRACKING START TIME
☐ TRACKING STAKES RETURNED
☐ TRACKLAYER GRATUITY
☐ TRACKLAYERS NAMED:

OBEDIENCE

☐ SETUP CREW NAMED
☐ STAKES/ROPE/MEASURING TAPE
☐ JUMP
☐ WALL
☐ DUMBBELLS
☐ LONG DOWN BLIND
☐ FIELD CENTER LINE
☐ GUN/GUNSHELLS
☐ GROUP NAMED (4):

PROTECTION

☐ SETUP CREW NAMED
☐ BLINDS
☐ SLEEVES/PANTS/STICK
☐ HELPER GRATUITY
☐ HELPERS NAMED (2):

CONFORMATION SHOW/BREED SURVEY **CHAIRPERSON:** _____

☐ RING SET UP CREW
☐ RING SET UP TIME
☐ RING STAKES/ROPE/ETC
☐ RING STEWARD
☐ JUDGE'S TABLE
☐ CHAIRS
☐ PENS/PAPER/ETC
☐ BOARD FOR MEASUREMENT
☐ REFRESHMENTS FOR JUDGE
☐ UMBRELLA/RAIN GEAR
☐ SHOW BIBS
☐ PLATFORM SCALE
☐ HEIGHT MEASURING STICK
☐ GUN/SHELLS
☐ CLOTH TAPE
☐ SKULL CAP
☐ EYE CHART
☐ SLEEVE.PANTS/STICK
☐ COURAGE TEST HELPER NAMED:

AD **CHAIRPERSON:** _____

☐ LOCATION ARRANGED
☐ ENTRY FEE ESTABLISHED
☐ START TIME
☐ AD LOCATION MAP
☐ DOG WATER SUPPLY

SEMINAR **CHAIRPERSON:** _____

☐ LOCATION ARRANGED
☐ ENTRY FEE ESTABLISHED
☐ START TIME
☐ SEMINAR LOCATION MAP
☐ VISUAL AIDES REQ'D
☐ AUDIO AIDES REQ'D

BANQUET **CHAIRPERSON:** _____

☐ HALL BOOKED
☐ CATERED COST
☐ MENU ESTABLISHED
☐ TICKET PRICE
☐ TICKETS PRINTED/SALES
☐ NUMBER EXPECTED
☐ TABLES/CHAIRS NEEDED
☐ DISHES/CUTLERY NEEDED
☐HALL DECORATING
☐PA SYSTEM
☐ MUSIC SOURCE/DISK JOCKEY
☐ MASTER OF CEREMONIES
☐ GUEST SPEAKERS
☐ SPECIAL AWARDS
☐ LIQUOR LICENSE REQ'D
☐ BARTENDERS NAMED:
☐BAR SUPPLIES/ICE/COFFEE
☐ CLEAN UP CREW NAMED

ALL EVENTS MUST HAVE A COPY OF THE MOST RECENT RKNA POLICY MANUAL AVAILABLE AT THE EVENT FOR REFERENCE. ALL HELPERS FOR IPO TRIALS AND BREED SURVEYS MUST BE FAMILIAR WITH THE MOST CURRENT RULES ADOPTED BY THE RKNA FOR THESE EVENTS.

Trial rules found on RKNA website. www.RKNAonline.com

COMPLETE EVENT PAPERWORK MUST BE RECEIVED BY ADMINISTRATOR OF RECORDS WITHIN 14 DAYS OF EVENT COMPLETION. LATE PAPERWORK RESULTS IN AUTOMATIC $300 FINE. NO EXCEPTIONS.