

Recap of all Jobs to be filled for LRKC show

RV overnight parking – Day Parking

Preferably a night owl who wouldn't mind staying up late to take money and assist RVs coming in Friday afternoon/evening and into Saturday morning. Big smile required. The club will provide a golf cart to help with parking.(1-2 people)

Day parking (also BBQ for club members potluck on Saturday night) - This person would be responsible for early Saturday and Sunday mornings until about noon. Ideally this person would be a happy morning person. You will be the first contact point for our exhibitors. You create the first impression. This person would be responsible for collecting parking fees from exhibitors and selling catalogs at the gate and maintaining a cash box. In addition to these duties, it would be wonderful if you would be willing to BBQ meat for the potluck dinner on Saturday night for the club members. Lea Anne's camper will be parked at the gate for a work station. (1-2 people)

Trophy Table

Trophy Table – These people will be responsible for setting up the table late Friday/Saturday evenings or VERY EARLY on Saturday/Sunday mornings. You will be responsible for contacting the specialty clubs to coordinate their trophies in advance of the show (by May, 2011). You will sell catalogs, maintain the cashbox, arrange trophies, collect award cards, distribute trophies to winning exhibitors and pack up left over trophies at the end of each day.

Advertising/publicity –

This position requires someone who is computer savvy and likes to communicate big ideas in big ways - familiarity with advertising/marketing a plus, but not required. You'll need to coordinate with local printer (Commercial printing) to create signage for the grounds committee. Work with local media (Towne Crier, local TV stations) to spotlight our show. Shop AKC Gazette, K9 Chronicle, Showsite and Dognews for advertising rates. Prepare and send print ads if club deems feasible. (1 person)

Judge's transport -

In addition to being a very important contact position with people who can make or break this show, this job would entail transporting the judges from the airport to the show grounds or hotel as appropriate. Friday ALL DAY will begin pickup at the airport for arriving judges. Saturday will require transport from hotel to the show site (know the judges assigned ring to deliver them to the correct building), and Saturday afternoon return them to the hotel. Sunday morning pickup from hotel and take the judges to the show site (know the judges assigned ring to deliver them to the correct building) and Sunday afternoon transport judges to the airport as needed. For continuity purposes this should be the same person all weekend. The club will provide a rented minivan with magnetic signs to identify. (1 person)

Grounds –

A super critical position that would require someone to be something of a traffic cop. These people will keep loading zones clear, watch for necessary clean up around the buildings outside, work with local youth group to coordinate clean up, see that trash cans are available and accessible inside and outside the buildings. Create and put up signs to direct exhibitors to the appropriate buildings and parking. Work with Web Rice on power, lighting, PA system for announcement and national anthem, and towing as needed. (2 people)

Vendors –

This very important position requires someone with good communication skills. You will be responsible for contacting and making arrangements with the vendors for our show (including food vendors). You will be certain we don't duplicate vendor types, plan the layout for the vendor booths, and make arrangements to meet them as they arrive Friday and show them where you have planned for them to set up. Also work with Web Rice to make sure vendor have power if requested. This is an on-call position that starts immediately through the show weekend. (1 person)

Obedience /Rally Chairs –

A person familiar and comfortable with OB/Rally will determine how many ring stewards will be needed and if they will work the full day or half day. Check equipment to be sure everything you need is there. Speak with ring stewards to be sure they have everything they need and are trained for their assignment PRIOR to the show day. This is a working steward position that is ultimately responsible for the overall function of the performance events and the comfort of the judges and exhibitors. (1 person)

Ring runners –

An important part of making sure the show runs smoothly is having help keeping the judges and stewards comfortable. We'll need ring runners deliver mini coolers with drinks/snacks to the rings in the morning and ensure that they are stocked throughout the day. Occasionally they may need to be able to step in and steward so that the steward can take a quick restroom break. This is an ideal position for a youth member. (2 people)

Safety officer –

The safety of the entire show and all it's people rests on this person's shoulders. It could include: having vehicles removed from a fire lane, rescuing dogs closed in a hot cars, or taping down electrical cords and securing trip hazards and keeping exits clear of obstructions. It's very important that we provide a safe show environment for everyone on the grounds that day. You will be patrolling the grounds all day. They are responsible for contracting 1 or 2 security personnel and 1 EMT for both days. This is a required position by MB-F and you will be given a safety checklist to follow from MB-F. The club will supply the fashionable duct tape bangle bracelet to aid you in your duties.(1 person)

Hospitality (exhibitor) –

Think of and implement ways to make our exhibitors feel welcome at the show sight throughout the weekend. (ie. special door prizes, gas card give-a-way , parking raffle, etc) the person will contact the Fairfield County chamber of Commerce and obtain local coupons and advertisements for restaurants, hotels, doggie washes and local points of interest.

Hospitality (judges) –

Required to set up continental breakfast and full service lunch for judges and workers. Create the menus for both days, then segregate and decorate a designated area separate from the ring area (Lea Anne has decorations in storage). Feel free to order fresh flowers as needed. Photographer may want to use some of our decorations.

All of these positions are crucial and not to be taken lightly. The survival of the cluster depends on all of us choosing thoughtfully and fulfilling all these positions.