

Specialty Show Timelines

Date Due	Timeline	Task	Resp	Date Comp
	December Board Meeting 18 Months before closing	Assign Committees and helpers: Show Chair _____, Assist Show Chair _____, Trophy _____, Hospitality _____	Board	
	12 Months before closing	Superintendent/Secretary Selected	Chair	
	8 Months before closing	Notify DPCA 2nd VP for approval of show date - Form on DPCA Webpage. Copy of approval kept in file	Chair	
	24 Weeks before closing	Arrangements for show veterinarian, information should go into premium	Chair	
	24 Weeks before closing	Confirm Show Secretary, Final deadline for submitting AKC Show Application to AKC. Send a copy of the application to the Show Secretary	Chair	
	24 Weeks before closing	Send the Judging Panel form to AKC with application. Send copy to Show Secretary.	Chair	
	5 Months before closing	Show Photographer Selected-	Chair	
	5 Months before closing	Show Photographer services secured-Copy of Contract Kept In files	Chair	
	5 Months before closing	Prepare final list of stewards	Chair	
	5 Months before closing	Order Trophies-List must go in Premium Application	Chair	
	10 weeks before closing	Complete the Premium List Order Form, attach all additional information and send to show secretary	Chair	
	10 weeks before closing	Send out hospitality letter to the selected judges to determine needs, travel, etc.	Hosp. Chair	
	8 Weeks before closing	You will receive a draft premium list for proofreading. You are responsible for proofing.	Chair	

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	8 Weeks before closing	Prepare updated mailing list and send to Show Secretary.	Chair	
	7 Weeks before closing	Your final comments, corrections, changes. or additions to the premium list must be sent to show secretary. The premium list will be sent to the printer	Chair	
	5 Weeks before closing	Order DPCA Medallions for BOB and Judges. Form on DPCA Webpage	Chair	
	5 Weeks before closing	Premium lists will be mailed FIRST CLASS to the exhibitor list.	Show Secretary	
	5 Weeks before closing	Request Parking Passes for Judges/Stewards	Chair	
	5 Weeks before closing	Finalize arrangements with Judges regarding transportation, hotel and food and beverage choices	Hosp. Chair	
	5 Weeks before closing	Copy of insurance certification to required to All Breed club if show in conjunction with one.	Treasurer	
	4 Weeks before closing	Judges lunches selections finalized show set up	Hosp. Chair	
	4 Weeks before closing	Last Day-Judges Rooms Reserved	Hosp. Chair	
	1 Week before closing	Send material for Black & White Catalog advertising if possible	Chair	
	After closing...	Gifts for the Judges and workers purchased	Chair	
	After closing...	Set prices for catalogs after entries close and advertising is in	Chair	

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	After closing...	Final class entry counts will be available within 2 days. Complete and return the "Catalog Order Form" to show secretary with all attachments and final information for catalog and judging schedule.	Chair	
	After closing...	Send parking pass to Show Secretary if required to park on grounds	Chair	
	After closing...	Order ribbons after getting final counts	Chair	
	8 days before show	Judging schedules will be mailed to exhibitors, AKC (certified), and Judges. You will receive several copies of the schedule for distribution to stewards and committees.	Show Secretary	
	1 Week before show	Catalog goes to printer (club determines quantity).	Show Secretary	
	SHOWTIME	EnJoy!"		
	SHOW + 3---"	Show Secretary sends official marked catalog. show report, and AKC recording fees to AKC.	Show Secretary	
	2 Weeks after show	Show report send along with marked catalog to DPCA	Chair	