

Trial Planning Schedule

I. Pre-Trial

A.) One year BT (Before Trial)

- 1.) Select Chair
- 2.) Select Trial Secretary
- 3.) Date
- 4.) Site
- 5.) Select Judge-send contract

B.) No later than six months BT

- 1.) Select Committee Chairs
- 2.) Make equipment list, repairs, order new
- 3.) Decide ring lay out, judging schedule and send equipment list to judge.
Use previous years to let judge know finish times, etc...
- 4.) Arrange for food vendors, product vendors
- 5.) Make sure the trial is listed on web-site.
- 6.) Send in Application for trial to AKC

C.) No later than Three Months before trial

- 1.) Order ribbons
- 2.) Order Trophies
- 3.) Check equipment, repairs, paint.
 - Put together tool boxes for each ring
- 4.) Arrange trash removal, porta-potties, equipment truck rental, etc..
- 5.) Book hotels for judges
- 6.) Premium has been sent out.- Plus 4 copies to AKC
- 7.) Check first-aid kit
- 8.) Arrange for tenting, ring barricades, easels, coolers, tables, etc.
- 9.) PA System ordered
- 10.) Make sure the committee chairs have the major jobs filled.

C.) Two Weeks before trial.

- 1.) Confirm judges arrival/departure
- 2.) Ribbons/Trophies are in.
- 3.) Ring Crew has been selected and assigned
- 4.) Office supplies have been gathered for each ring
- 5.) Confirmations has been sent out to exhibitors and judge
 - Including ring crew assignments
 - Including hotel addresses/phone numbers
 - class schedule
 - arm band numbers
- 6.) Stop Watches, calculators are functioning and have new batteries.

D.) One week before trial.

- 1.) Books have been set up for the score tables
- 2.) Poster board has been bought and set up for scoring and gate check-in

- 3.) Verify hotel bookings, trash, food vendors
- 4.) Hospitality is aware of judges arrival times
- 5.) Ribbons have been labeled and organized
- 6.) Let workers for loading/unloading of equipment know times

E.) Week of trial

- 1.) Print catalogs and place catalogs in each score book.
- 2.) Print Scribe sheets
- 3.) Print running order labels for each gate on posterboard
- 4.) Print/copy running order for exhibitors
- 5.) Print score labels for posting.

E.) Day before trial

- 1.) Set up tents
- 2.) Set up rings
- 3.) Mark 10' perimeters around rings
- 4.) Load and unload equipment
- 5.) Set contacts for each ring
- 6.) Set up garbage cans
- 7.) Pick up judge
- 8.) Have porta potties delivered