

AKC

	Task	Questions	Assigned	Status
1	Determine entry fees		Karen	
2	Fill out show/trial application online		Karen	
3	Add judges to online EMS		Karen	
4	Get Show Committee members		Karen	
5	Call Show Committee meetings as needed		Karen	
6	Make up emergency plan		Karen	
7	Arrange for AEDs		Karen	
8	Determine special events		Karen	NOHS, 4-6, PeeWee
9	Determine obedience classes to offer		Karen	
10	Fill out AKC Emergency form			
11				

BaRay

	Task	Questions	Assigned	Status
1	Decide any upgrades to rosettes. (See Optional Rosette Packages.docx)		Karen/Chris	BaRay notified
2	Send premium list info to BaRay		Chris	Sent 11/10/21
3	Answer questions from BaRay on premium list		Chris	
4	Review draft premium list		Everyone	
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Chief Ring Steward

	Task	Questions	Assigned	Status
1	Hire stewards		Dorian	
2	On the day, make sure they're relieved as needed		Dorian	
3	Make sure every steward is paid	\$60/full day, how much is partial day?	Dorian	
4				
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COVID Rules

	Task	Questions	Assigned	Status
1	Keep up on AKC regulations		Gary	
2	Keep up on Oregon regulations		Gary	
3	Provide info for premium list		Gary	
4	Purchase masks, sanitizer	Anything else to purchase?	Gary	
5	Instruct members on rules and how to manage rule breakers		Gary	

	Task	Questions	Assigned	Status
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Grooming

	Task	Questions	Assigned	Status
1	Hire PHA to help		Sandy	
2	Figure out cost for 10' spot w/ and w/o power		Tom/Sandy	
3	Work with webmaster for reserving spots		Sandy	
4	Take reservations (online & paper)		Sandy	
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Grounds

	Task	Questions	Assigned	Status
1	Arrange for dog bathing tub		Tom	
2	Arrange for ex pens		Tom	
3	Buy shavings & vizqueen		Tom	
4	Figure out what kind of signs and how many of each		Chris & Karen	
5	Print signs		Chris	
6	Order sandwich board signs		Chris	
7	Buy poop scoops & bucket	How many?		
8	Work on and sign contract for fairgrounds		Chris	Waiting for fairgrounds to send
9	Order tables & chairs			
10				
11				

Hospitality - General

	Task	Questions	Assigned	Status
1	Buy tablecloths		Chris	
2	Send club brochure to Carol I.		Chris	Done
3	Make up club brochure		Carol	
4	Work with Travel Salem to get list of hotels for premium list. Sign contracts.		Chris	Done
5	Work with webmaster to update list off hotels		Chris	Done
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Hospitality - Judges

	Task	Questions	Assigned	Status
1	Contract with Holiday Inn		Chris	
2	Find out airport shuttle schedules		Chris	
3	Write letter to judges (about the time premium list is published). Judges make own reservations for hotel, shuttle.		Chris	
4	Pick up judges at Salem airport and transport to Holiday Inn..		Chris	
5	Arrange for transportation for judges between hotel and show		Phil?	
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Hospitality - Judges & Worker Food

	Task	Questions	Assigned	Status
1	Get list of caterers from fairgrounds		Chris	Sent message 12/2/21
2	Work with fairgrounds to block off judges' lunch area			
3	Figure out how many lunches needed			
4	Arrange for lunches (box?) for each day.		Rebecca	
5	Have fruit, muffins, coffee for judges in am. (Work with Exhibitor Hospitality for that.)			
6	Keep lunch tables clean			
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Hospitality - Ring

	Task	Questions	Assigned	Status
1	Buy 6-pack size coolers - 12		Nancy	
2	Buy paper towels -24 rolls minimum		Nancy	
3	Buy spray sanitizer - one for each ring - 10		Nancy	
4	Buy mop bucket carryall -2		Nancy	
5	Buy hospitality cart		Nancy	
6	Buy and augment ring boxes	What should we have in them? Pen, kleenex, Tylenol? Defogging pads for glasses?	Nancy	
7	On the day, go to each ring and make sure judge and steward(s) have coffee, water		Nancy	
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	Task	Questions	Assigned	Status
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Parking – RV & Day

	Task	Questions	Assigned	Status
1	Determine cost for RV spot for Fri/Sat nights		Tom	Done \$90/weekend
2	Hire company to manage parking		Tom	Done – PR Parking
3	Sign contract with parking manager		Tom	
4	Hire security agency	Do we need this?	Tom	
5	Determine outdoor signs needed to direct RVs & for unloading	Does Judy already have these?	Tom	
6	Work with webmaster to set up online reservations		Tom	
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Premium List

	Task	Questions	Assigned	Status
1	Get list of officers			
2	Get list of committee members	We have more committee members than are listed. Add those?		
3	Collect trophy info		Chris	Done
4	Find out specialties		Karen	Done
5	Determine emergency vet	Add VCA in South Salem?	Chris	Done
6	Find out special events		Chris	Done
7	Get hotel info		Chris	Done
8	Find out obed/rally classes offered		Chris	Done
9	Update location info & maps		Chris	Done
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Specialty Coordinator

	Task	Questions	Assigned	Status
1	Determine fees/offerings			
2	Recruit specialties			
3	Notify Show Chair and premium list person			
4	Negotiate sharing of judges			
5	Get clubs' certificates of insurance			
6	Assure clubs have requested tables for trophies			
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Staff - Hire & Manage

	Task	Questions	Assigned	Status
1	Hire photographer		Karen	
2	Have signed contract		Karen	
3	Get background for photos	Does Randy do that?		
4	Hire EMT		Karen	
5	Hire cleanup crew			
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Trophies

	Task	Questions	Assigned	Status
1	Decide what to offer and get approval from show committee		Liz	
2	Ask members to donate for trophies		Liz	
3	Keep track of who's paid		Liz	
4	Buy trophies		Liz	
5	Take trophies to show and set out			
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Vendors

	Task	Questions	Assigned	Status
1	Make up contract		Sandy M	
2	Recruit vendors		Sandy M	
3	Get contracts signed for all vendors		Sandy M	
4	Work with webmaster on online reservations	Do we want to do this?	Sandy M / Chris	
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Webmaster

	Task	Questions	Assigned	Status
1	Set up online reservations for grooming		Chris	Almost done
2	Set up online reservations for parking		Chris	Almost done
3	Add list of vendors to site when contract signed	At some point do we want them paying from the website?	Chris	
4	Update all show pages as necessary		Chris	Ongoing
5	Monitor purchases of parking/grooming			
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