



# Ibizan Hound Club of the United States National Specialty Procedures

The purpose of this document is to provide guidance for conducting a National Specialty show. Information on preparation, organization, committee responsibilities, and funding are included.

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## 1. Purpose

- The purpose of holding an IHCUS National Specialty is to create camaraderie for the breed, to further the advancement of and interest in the breed through competition, education and club activities and encourage Ibizan fanciers to support the breed in a positive manner.

## 2. Location

- The location of the National Specialty will be determined by a vote of the members based on applications from IHCUS member clubs and members. (Per IHCUS Constitution and Bylaws Art V. Section 3. b and 3.c)
- Should no application for a specific year be submitted location will default to Purina Farms, Gray Summit, MO. (Per vote of the membership.... and IHCUS will solicit volunteers from the membership to chair it)
- IHCUS Members desiring to Chair a Specialty at Purina Farms in Gray Summit, MO are encouraged to do so. It is not only a default location. The IHCUS Board can assist with information needed. (Many successful National Specialties have been held there and hosted by the Holiday Inn Six Flags. Superintendent Foy Trent is highly recommended as affordable and cooperative. These Specialties have been in the black and have been repeatedly voted for by the members and been popular with exhibitors. IHCUS can provide “how to” and contact information. )

## 3. Date and Time of Year:

- The preferred time of year for the National Specialty is late spring through early fall.
- If possible the conformation judging should be scheduled for a Saturday or Sunday unless it is in conjunction with weekend All-Breed shows then it should be held on the day preceding the beginning of the All –Breed Show.
- The National Specialty should precede the annual awards banquet.
- *Conflicts with major religious holidays and established regional specialty dates should be avoided*

## 4. Application

### 4.1. Format Choices: Your application must specify which format you have chosen.

- Independent Specialty (within which there are choices as well) or Designated Specialty
- Both are valid structures for an IHCUS National Specialty but differ significantly in the resources and financial risk involved. **These will not be approved unless no application has been received for a “National” Specialty**
- You may find out what each one is like by viewing the IHCUS Guidelines and Procedures for each which are on the IHCUS website: **Independent Specialty, Designated Specialty**

### 4.2. Application Process

- The Board will solicit applications for potential hosts to submit proposals a minimum of two years before the specialty years in question.
- The Board may issue invitations for a maximum of two specialty years at once. (For example: applications for 2015 and 2016 in one application cycle.)
- After reviewing each application for completeness, the IHCUS Board will submit all properly completed applications for a specific year to the IHCUS membership for a vote. (per IHCUS Constitution Article 4 Section 3c)
- Applications **MUST** be submitted on the IHCUS National Specialty application form. (Can be found on the IHCUS website or can be requested from the IHCUS Secretary)
- Submission of an Application signifies knowledge of and agreement to follow IHCUS Guidelines and Procedures and the AKC “Rules Applying to Dog Shows”. IHCUS will loan upon request “The AKC Guide to Planning AKC Dog Shows and Obedience Trials” upon receipt of a \$40 Deposit which will be refunded if the Manual is returned within three weeks after the event

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## 5. Applicants (Who May Apply)

**5.1. IHCUS Member Clubs or an IHCUS Member**, in good standing, may apply for hosting the National Specialty.

- IHCUS Member Clubs should check with the IHCUS Board when applying since IHCUS affiliated clubs have their own resources, insurance, contracting authority etc. The IHCUS BOD will assist on modifications of these guidelines.
- An IHCUS member is the most common form of application and the level of detail of these guidelines is mainly for the benefit of an IHCUS Member Chair and their Show Committee

### 5.2. Applicant Qualifications

- The Show Chair should have experience in planning events and the ability to work within the financial guidelines established by the club (demonstrated by the budget submitted with the application).
- The Show Chair has to be familiar with the IHCUS Procedures and AKC Rules Applying to Dog Shows and “The AKC Show/Trial Manual” and by applying commits to following the provisions as they apply to their Event.
  - *Dogs owned or co-owned by the Show Chairperson **cannot** be exhibited at the specialty show.*
  - *The Show Chairperson **shall not** exhibit any dog, whether they own or co-own it or it is owned by another individual(s).*

**5.3. When a group of Members** decide they want to host the Nationals Specialty a member of the group applies to IHCUS. An IHCUS Member Club or the group of IHCUS Members are considered agents of IHCUS and work directly with the IHCUS Board as needed. The member applying is presumed to be the “Show Chairperson” for the National Specialty and is responsible for synchronizing with IHCUS, the host facility and the kennel club which is offering shows on the weekend.

## 6. Required Paperwork

**6.1. The application** must be received by the Secretary at least **18** months prior to the Closing Date of the Show or by the IHCUS bid solicitation deadline.

**6.2. Agreements with other Kennel Clubs:** For any proposed arrangement with another kennel club, a written agreement from them needs to be submitted with your application, such as:

- Approval by any Kennel Club(s) that are hosting shows at the same location on the weekend or dates you are applying.
- The All-Breed Kennel Club offering the AKC conformation show where you wish to hold the National Specialty must give you written approval that IHCUS can hold our National Specialty in conjunction with their show
- Inform the Kennel Club Chair that your request to them is tentative until approved by IHCUS and that you need written confirmation of their approval which must be submitted by you with your application to IHCUS.
- Upon approval by the IHCUS membership, the IHCUS secretary will notify the Host KC and the IHCUS Show Chairperson of Approval.

### 6.3. Superintendent

- **AKC Licensed Superintendent should be chosen**
  - Any proposed contract with a superintendent needs to be submitted with your application
    - The contract should include a breakdown of all terms and costs
  - If offered, Obedience and Rally events should be part of the Superintendents contact
  - IHCUS recommends Foy Trent if available. (The ability to provide online entries is desirable. Services provided by the Superintendent include expertise on AKC Rules and Regulations, printing of the premium list, judging program and catalog, ribbons, armbands, to list some of the typical items. (See Superintendent Financial Statement sample below )

**6.4. Contacts: Any other proposed contracts that are listed on the National Specialty application.**

**6.5. AKC Application For Show/Trial** (Form available on the IHCUS website or from the AKC). You must submit the completed form with your Event Application.

- If your application is chosen by the IHCUS Membership, this form will then be signed by an Officer of IHCUS (per AKC requirement).
- An IHCUS Board of Directors member will submit this form to the AKC along with payment of the application fee.
- Upon receipt of approval and assignment of an Event Number from the AKC, IHCUS will provide the Show Chairperson this information



**7. Specialty Classes and Show Events:** You do not have to submit a separate application to IHCUS. However, you must include all information with the application for the National Specialty. You are still responsible for following all IHCUS application guidelines which are posted on the IHCUS website for these events.

**7.1. Setting up the Schedule:**

- AKC Allows 3 minutes per dog for judging. Use this as your guideline for figuring your timeline.
- Work with your Superintendent to schedule all of the events for the day.
- Review the size of entry from prior years and time involved. You may have to figure time for
  - Sweepstakes is first (figure about 20 dogs an hour), a brief break,
  - The AKC 4 to 6 month Puppy Class (30 to 40 minutes), a break,
  - Then your Regular Classes will start.
    - An estimate of 90 entries is a reasonable rule of thumb.
    - Plan on asking your judge for their preferences but some judges appreciate a break between the class dogs and BOB. (In 2012 there was a 30 minute break for lunch before BOB)
    - Be sure to factor in any breaks as for instance having the “Parade of Honors” between Sweepstakes and Regular Classes.
    - Schedule your Junior Showmanship, Braces, Stud dog, Brood Bitch etc.
    - Be sure if you are working with a host KC they know how long you want your ring.( In past years the Sweepstakes started early and the last judging was about 3PM which gives only three or four hours before the evening Banquet.)
  - Parade of Honors (30 to 40 minutes),

**7.2. Regular Conformation classes - ALL are required**

- Puppy classes should be split (6 and under 9 months / 9 and under 12 months / 12 to 18 months)
- Open classes should be split by coat (Wire/Smooth)
- Stud Dog, Brood Bitch, Veteran Dog and Bitch
- Lure Coursing (Split Bitch/Dog)
- Multiple dog entries--brace and/or team

**7.3. Sweepstakes - Required**

- Is a non-regular class that carries no Championship points. (Puppy and Veteran)
- Champions of Record may enter if they meet the age requirement for the specific class.
- No Professional Handlers unless they own or co-own the entered dog.
  - ***This statement MUST be included in the premium list***
- Judging must be before regular conformation classes.
- Most of the time the judges are breeders who have met certain qualifications regarding years of experience and breeding, or others who may be provisional judges in a certain breed.
- Entry fee should be no less than 50% the regular class entry fee or no more than 75% of the regular entry at the show

**7.4 Puppy Sweepstakes:**

- Open to puppies that are 6 months of age and not over 18 months of age on the day of the show.
- All entries in Sweepstakes must also be entered in a regular class.
- Classes are divided by sex for puppies (6 and under 9 month, 9 and under 12 month, 12 and under 15 months and 15 to 18 months)
- From the winners of these classes is chosen a Best Junior puppy (under 12 months) and a Best Senior puppy (12-18 months).
- One of these two will then be awarded Best Puppy in Sweepstakes.
- Then, from the class winners, will be chosen a Best Opposite Sex to Best in Sweepstakes
- Money collected for puppy sweepstakes entry fees should be divided as follows : generally about 25% for processing fees, 20% to Best in Sweepstakes, 10% each to Best Junior Puppy, Best Senior Puppy and Best Opposite Sex and 25% divided equally among the first place winners in the sweepstakes

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### **7.5 Veteran Sweepstakes:**

- Open to Ibizan Hounds 7 years of age or older on the day of the show.
- Spayed or neutered dogs are eligible to compete.
- Entry in regular classes is not required.
- Classes are Divided by sex--7 and under 9 years, 9 years and under 11 years, 11 years and older.
- From the class winners will be chosen a Best Veteran In Sweepstakes and a Best Opposite Sex to Best Veteran in Sweepstakes.
- Money collected for veteran sweepstakes entry fees should be divided as follows (generally about 25% for processing fees, 20% to Best Veteran, 15% to Best Opposite and 40% divided equally between the class winners.

### **7.6 Junior Showmanship** (generally there are only a few entries which should take approx. 30 minutes)

- Novice Junior Class - shall be for boys and girls who are at least 9 years old and under 12 years old on the day of the show and who at the time entries close have not won three (3) first place awards, with competition present, in a Novice Class at a licensed or member show.
- Novice Intermediate Class - shall be for boys and girls who are at least 12 years old and under 15 years old on the day of the show and who at the time entries close have not won three (3) first place awards, with competition present, in a Novice Class at a licensed or member show.
- Novice Senior Class - shall be for boys and girls who are at least 15 years old and under 18 years old on the day of the show and who at the time entries close have not won three (3) first place awards, with competition present, in a Novice Class at a licensed or member show.
- Open Junior Class - shall be for boys and girls who are at least 9 years old and under 12 years old on the day of the show and who at the time entries close have won three (3) first place awards, with competition present, in a Novice Class at a licensed or member show.
- Open Intermediate Class - shall be for boys and girls who are at least 12 years old and under 15 years old on the day of the show and who at the time entries close have won three (3) first place awards, with competition present, in a Novice Class at a licensed or member show.
- Open Senior Class - shall be for boys and girls who are at least 15 years old and under 18 years old on the day of the show and who at the time entries close have won three (3) first place awards, with competition present, in a Novice Class at a licensed or member show.
- Master Class - for boys and girls who are at least 9 years old and under 18 years on the day of the show, and who have won the 10 first place within an Open class with competition to be eligible to enter the

### **7.7 4 to 6 Month Puppy Classes** (optional but growing in popularity so set aside 30 to 45 minutes):

- Entry and eligibility requirements include:
  - The Four-to-Six Month Puppy competition shall be for dogs that are four months of age and over but under six months on the day of the event
  - Four-to-Six Month Puppy Competition must be listed in the premium list, entry form and judging schedule, if offered.
  - Classes will not be divided by sex in this competition

### **7.8 Supported Entries:** If your specialty is held in conjunction with an ALL Breed Cluster

- All-Breed Clubs, and your exhibitors, appreciate Supported Entries.
- You will need to include written permission from the All-Breed show chairperson for sponsoring Supported Entries during the other days of the All-Breed Cluster
- Recommend you find a volunteer to be in charge each day you have a supported entry to provide trophies or whatever is needed ringside. They may need to ask the KC for an additional table for the trophies ringside.

### **7.9 Parade of Honor**

- Not a class, but is recognition of the following:
  - Title Holders - Conformation/Obedience/Agility/Rally /Lure Coursing
  - Rescue dogs
  - Therapy dogs
  - Family Pet, etc.
- The conformation ring is used for Ibizan Hound owners to recognize their dogs.
- A brief write up, provided by the owner, is read as the Ibizan Hound is paraded around.

### **7.10 Performance Events**

- **Coordinate Dates and Times with the Show Chair**
- See application for classes and
- Obedience (may include Optional Titling Classes, Brace or Team competition)
- Rally
- Agility
- Lure Coursing – Required (include ASFA and /or AKC)





### 7.11 **Additional Activities**

- Annual Membership Meeting - Mandatory -Coordinate day and time with the IHCUS BOD
- **Annual** Banquet – Mandatory -Held the evening of the Conformation Event
- Educational Events – If hosted , you must coordinate with the IHCUS Educational Chair
  - Breeders’ Round Table
  - Seminar
  - Ring Side Mentoring
- Health Clinics – Usually held on one of the All-Breed show days
- Catalog Sales – Day of **National Specialty** Conformation show
- Welcome/Exhibitor Bags (Need to post how exhibitors can pick up their bag)
- Ways and Means—Auction(s)/raffle/t-shirts, other fund raising events

## 8. **Show Chairperson**

### 8.1. **Exhibiting Restrictions**

- Dogs owned or co-owned by the Show Chairperson **cannot** be exhibited at the specialty show.
- The Show Chairperson **shall not** exhibit any dog, whether they own or co-own it or it is owned by another individual(s).
- These restrictions MUST be stated in the Premium List

### 8.2. **General Information**

- **FINAL REPORT: No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer**
- **All contracts of any kind that obligate IHCUS in any way must be approved by the IHCUS Board by submitting a draft of the contract prior to being signed by the parties**
- Successful specialties are the result of a team effort with the show chairperson serving as the head of the committee, working as a liaison between the committee and the IHCUS Board.
- The show chairperson must be a member of the IHCUS.
- The Show Chair is accountable to IHCUS and will work directly with the IHCUS Board
- The Board will designate a Board member to be the specialty liaison with the Show Chair
- The Show Chair is responsible for coordinating with all entities connected with the event
  - The show chairperson communicates directly with the host facility, the AKC Show Plans Department and with the show superintendent. (Communications should be documented with e-mail etc. and a “Cc” to your Board liaison)
- Dogs owned or co-owned by the Show Chairperson **cannot be** exhibited at the specialty show.
- Nor can the Show Chairperson exhibit any dog whether they own or co-own it or it is owned by another individual(s).
- The show chairperson appoints the show committee. It is made up of the committees listed below as well as any other committees deemed necessary by the show chairperson.
- Show chairperson shall conduct show committee meetings, as needed but at least every 3 months, after which time show chair will report progress to IHCUS BOD via the Secretary (cc your Board liaison if one has been appointed)
  - **Get all** the necessary information to the All-Breed host club and their superintendent, or, in the case of an Independent Specialty, to the show secretary/superintendent.
  - Communications should be documented with e-mail etc. and a “Cc” to the IHCUS Secretary and your Board liaison if one has been appointed
- **Obtain all IHCUS written approvals as required along the way.**
- Work with the specialty committee, the host All-Breed club and the IHCUS Board to put together a workable schedule of activities.

### 8.3. **Judge Selection And Information**

- **Conformation and Sweepstake Judge Selection**
  - The IHCUS Board conducts a ballot of the membership for choice of judges for regular conformation classes and Sweepstakes for the National Specialty and coordinates with the Show Chair regarding the contracts and details (per IHCUS Constitution and Bylaws Section 3a)
  - The member approved judges MUST be used.
  - Contact the IHCUS Board for a copy of the Conformation and Sweepstakes Judges’ contracts to use for your budget.
  - Sweepstakes judges are not paid and transportation to the specialty is not provided. Dinner and lodging, is provided.
  - Individuals who have judged an IHCUS National Specialty may not do so again for five years.



- **Additional Judge Selections**

- All other judges are selected by the Show Chair and Show Committee.
- Most of the time the judges for the 4 to 6 month puppy classes are breeders who have met certain qualifications regarding years of experience and breeding, or others who may be provisional judges in a certain breed.
- Performance Judges: Obedience, Rally, lure coursing, and agility judges can be drawn from the slate of the All-Breed club to save on expenses.
- **The Show Chair must obtain Board approval for all contracts BEFORE they are signed.** (See samples below)

## 8.4. Finances

- **Budget**

- *The Show Chairperson understands this event must be operated within the financial constraints set forth by the IHCUS Board and develop a budget that reasonably assures that sufficient income will be raised to cover all expenses (judges expenses and fees, trophies, photographer, Videographer, Superintendent or Secretary, hospitality, etc. Fundraising will be an essential part of your efforts.*
- *Contact the IHCUS Secretary for a breakdown of the prior year Specialty income, expenses, sample contracts, the number of entries for conformation and all performance events, how many attended the banquet etc.. It is likely that the Conformation and Sweepstakes judges will already be under contract. This information is essential for you to project a budget.*

- **Upfront Expenses**

- IHCUS can provide “seed money” for upfront expenses based on the budget submitted in the application but the upfront money will return to the IHCUS funds. Any profit will be set aside and used to support the next year’s specialty.

- **Financial Records**

- Coordination with the IHCUS Treasurer should begin immediately upon approval of your application
- In every instance where payment is made to or by IHCUS the show chair must coordinate with the IHCUS Treasurer as to how this will be set up, publicized etc.
- The show chairperson should give a report of finance standings whenever requested by the IHCUS Treasurer and/or the IHCUS BOD.
- A Financial Statement along with copies of receipts and donations must be submitted to the IHCUS treasurer within two weeks following the event .
- A check payable to IHCUS for any proceeds must be included with the Financial Statement.

- **Judge Fees and Expenses**

- The Specialty Budget is expected to cover travel and lodging expenses for Judges as listed below
- All travel, lodging expenses will be paid for by IHCUS for the Conformation, Obedience/Rally and Agility Judges.
- Lure Coursing Judges are paid for mileage (at current Federal Gov. rate) and reimbursed for their Hotel room.
- Sweepstakes judge is reimbursed for one night’s hotel room but should not be paid for judging.
- All judges are offered lunch during their day of judging and are invited to attend the Annual Banquet as a guest of IHCUS.
- Judges gifts should not exceed \$60.00 in value and are paid for [out of the specialty fund budget](#).

- **Contracts**

- **All contracts of any kind that obligate IHCUS in any way must be approved by the IHCUS Board by submitting a draft of the contract prior to being signed by the parties**
- All approved contracts will be signed by an officer of IHCUS unless written permission is given by IHCUS to the Show Chair.
- Contracts may include Facility Rental, Photographer, Videographer, Superintendent or Secretary, Stewards, Equipment Rentals etc.
- It is likely that the Conformation and Sweepstakes judges will already be under contract as IHCUS conducts this in advance. The IHCUS Secretary upon request will provide you with this information. Your income projections should figure in paying for the judges expenses listed in the contract.



- **Specialty Week Finance Arrangements**

- Show Chair must have a system in place so that every member of the committee who is given money for change etc. signs for it
- Whoever takes in money needs to know how to account for it and who to give it to at the end of their duties.
- A report breaking down what they were given to make change with, what payments they accepted and in what form (checks, cash, etc.) must be included
- Determine if the IHCUS Treasurer will be present and assisting the day of the Specialty or coordinate with the Treasurer on how money will be handled for payments and reimbursements during the specialty. (Such as Judges fees, AKC Fees for performance events, etc.)

## 8.5. Deadlines

- Be aware of all deadlines for the Third Eye so that material can get to IHCUS members in a timely fashion. (ie. March 1<sup>st</sup> deadline for the Spring issue, June 1<sup>st</sup> deadline for the Summer issue)
- **24 weeks prior to closing (Minimal time period)**
  - The Show Chairperson is responsible to provide IHCUS the following:
    - **A COMPLETED** AKC Event application(s) which must accompany your application to hold the Nationals)
    - List of all Judges
    - Superintendents and Chairperson information
    - All entry fees
  - When the IHCUS Board receives this information from the Show Chair they will be responsible for making sure the information is submitted to the AKC and that it is complete and accurate
  - Premium list material to superintendent
  - Trophy information submitted to the *Third Eye* Editor and IHCUS Webmaster
  - Health Clinic information submitted to the *Third Eye* Editor and IHCUS Webmaster
- **16 weeks prior to closing (Minimal time period)**
  - T-Shirt sales information submitted to the *Third Eye* Editor and IHCUS Webmaster
  - Any information regarding events or items
- **7 days after receipt**
  - Premium list proof returned to club, from Superintendent, for approval
- **5 weeks prior to closing (Minimum)**
  - Premium list is sent to potential exhibitors and ALL IHCUS Members
- **2 weeks prior to closing date**
  - Catalog Ads to Superintendent
- **7 days prior to show**
  - Mailing of Judging program & IDs
- **Within 4 days after the show**
  - Superintendent submits fees and results to AKC so that it is received by AKC within 7 days of the show.
- **Within 14 days after the show**
  - Return all IHCUS Banners to designated person
  - Send Marked catalog and a copy of the AKC Official Results to the IHCUS Historian
- **Within 30 days after the show**
  - Send AKC "Official Results" to *Third Eye* Editor (Contact the IHCUS Secretary for directions on how to find this information on the AKC site if you need to.)
  - Submit article regarding the National Specialty to the *Third Eye* Editor and Webmaster
  - Submit pictures of all winners and some candid shots to the *Third Eye* Editor and Webmaster
  - Submit a full financial report with supporting documentation to the IHCUS Treasurer.

## 8.6. Show Site

- Securing the show site and appropriate ring size (minimum of 50 x 60 for the Specialty Conformation Ring – 100 x 90 minimum for the Agility Ring) and number of rings needed for all events.

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## 8.7. Facility Information

- Obtain a facility for the show's headquarters. Usually the "host hotel" will arrange for a block of rooms to be available to participants (Participants are responsible for their own hotel expenses including security deposits and damages).
- Reserve rooms for club activities and meetings. Be sure to get arrangements and quoted costs in writing.
  - Arrange for hospitality rooms – Coordinate with the Hospitality Chairperson for the staffing of them
  - Make sure that the hospitality room is convenient, well-marked and open at hours when there are no other scheduled activities related to the specialty (ed. seminar/breeders round table) as a place for gathering and meeting other participants

## 8.8. Work with *the IHCUS Newsletter Editor (Third Eye)*

- Coordinate with IHCUS T.E. Editor
  - Note newsletter deadlines.
  - Submit a listing of the event schedule for publication into the Third Eye issue preceding the National Specialty

## 8.9. Use of IHCUS Website and Store

- Coordinate with the IHCUS Webmaster for listing of the National Specialty information on the IHCUS Website
  - Provide the IHCUS webmaster all of the information regarding the National Specialty as it becomes available
- **ALL ITEMS** that generate income **MUST** be placed in the IHCUS Store
  - Provide up-dated information to the Webmaster as appropriate
  - Provide the IHCUS webmaster all the items that exhibitors and fanciers can order in regards to the National Specialty. These items will then be put into the IHCUS Store for purchase.
- **IHCUS will create a National Specialty Webpage**
  - All information will then be posted on the IHCUS website's National Specialty page
  - All items that can be purchased will be placed in the IHCUS Store for purchase.
  - Items for the store would include but is not inclusive of:
    - T-Shirts
    - Banquet dinner reservations
    - Health Clinic events
    - Lure Coursing day "Box" lunch
    - Parade of Honor information
    - Specialty DVD Orders
    - Trophies
- All monies collected through the IHCUS Store will go directly to the IHCUS treasurer and will be distributed as necessary when requested by the appropriate chairperson with appropriate documentation

## 8.10. Premium List And Show Catalog

- Oversee the preparation of information for the premium list and show catalog.
- All ads should be based on a 5 ½ x 8 ½ with ½ margins all around

## 8.11. Photographer

- Choose a specialty photographer.
- The contract shall state win photos will be provided to the Show Chairperson (Preferably in hard copy format)
  - Show chairperson then sends them to the newsletter editor
  - Newsletter editor or Show Chair forwards a digital copy of them to the IHCUS Webmaster for posting on the website
  - Newsletter editor forwards the actual pictures to the IHCUS historian

## 8.12. Videographer

- Submit a proposed contract for the video taping of the show to the IHCUS Board.
- Arrange for the show to be recorded on video
- The contact should include at least one free copy of the recording which should be sent to the IHCUS historian.

## 8.13. Transportation

- Coordinate transportation information from Airport to Host Hotel/Show site
- Arrange for Judges transportation to and from the Airport to the Host Hotel
- Arrange for Judges transportation between the Show Site and the Host Hotel



## Annual Meeting

- Coordinate arrangements for the Annual Meeting with the IHCUS Board.
- Annual Meeting requires a room with seating for 20 -30 people and a table with chairs for the Board to sit at with their paperwork etc.
- Often the host hotel or the show facility will have a room which can be reserved.

### 8.14. Awards Ceremony

- Coordinate arrangements for the IHCUS Annual Awards Ceremony, held at the Banquet, with the IHCUS Awards Chairperson.

### 8.15. Banners

- Contact the IHCUS Secretary to arrange to borrow the IHCUS Table Banner and Hanging Banner
  - ***IHCUS will mail them to you and they must be returned within 14 days after the event.***
- One of the IHCUS table banners should be used for the ringside trophy table.
- A second one should be displayed as a backdrop for photos of the winners
- One of the banners should be used for tables at the auction(s).

### 8.16. Coordination with Host Kennel Clubs, if applicable.

- The nature of coordination depends on whether your Specialty is in conjunction with another KC cluster or not
- [A National Specialty](#) or Independent Specialty which may or may not request support from a KC, or
- A Designated Specialty in which the Ibizan Entry at an All-Breed KC show is specified as an IHCUS Ibizan Hound National Specialty.
- You may have arranged for the Ibizan entry at All Breed Rally, Obedience etc. to be part of the National Specialty events.
- Further, you may have obtained permission from the All-Breed KC for an Ibizan Hound Supported Entry.
- The Chairperson is responsible for arranging the event with the Host Kennel Club. Useful information to request is (but not limited to):
  - When to expect a list of their judges' panel so that you can state preferences from that panel for the rest of the weekend shows.
  - Coordinate with the All-Breed Club to request what Classes and Divisions you would like and what their usual practices are
  - Puppy classes divided for Specialties, Division of smooth and wire open classes, Sweepstakes and Supported entries, etc.
  - Request a ring time that is compatible with whatever other events you may be including.
  - Request (Suggest) a ring size that is appropriate for our breed and the expected breed entry (Minimum acceptable size is 50 x 60?).
  - Ask for any tables needed to display trophies
  - All-Breed Kennel Club Premium – if your event(s) are to be listed in the All-Breed Premium ask for the following:
    - When is their deadline for listing of information in their premium (draft and final) to include, National Specialty events, list of trophies and Sponsors for Supported entries, etc..
  - Ask when you can review the premium list draft to ensure trophies, names etc. are correct.
  - Host Kennel Club [premium list and catalog](#):
    - What is their deadline should you, or other exhibitors, wish to advertise etc.
    - National Specialty [events \(Health Clinics, CGC's, CABT, etc\)](#), list of trophies and Sponsors for Supported entries, etc.. [should be listed in both the All-Breed premium list and catalog.](#)
- Request a table for hospitality, trophies etc.
- Whatever else will you need the day of your event?
- What does the Host Kennel Club require from you and when.

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### 8.17. Supported Entry / Judge

- Supported Entry should be coordinated with the “weekend’s” Host club(s) for all days of their show.
- Find out from the Host Kennel Club when you can coordinate with them to select a judge based on who they have available from their judges panel.
- The Host Kennel Club contracts and pays for this judge.
  - If you are considering a judge not already on their panel, you must demonstrate the ability to pay this judge and their expenses from projected income from your event and the contract must be approved and signed by an officer from IHCUS.

### 8.18. Judges Critiques

- Ensure within one month of the show that the judges submit critiques to you as chairman.
- [Share the critiques with the IHCUS the Boards National Specialty Liaison, or directly to the IHCUS Board via the Secretary, to check for accuracy and appropriateness.](#)
- Submit the Judges critiques to the editor of the Third Eye [once verified for accuracy and appropriateness.](#)

### 8.19. Show Results:

- Submit official results, obtained from the AKC website, *within 30 days of the Specialty.*
- *The Show Chairperson should verify that the results posted by AKC are accurate and follow up with the AKC if there are any discrepancies.*
- The results are to include all entries that were listed in the catalog, Judges Name, Location and Date of the National Specialty.
- Provide a copy to the IHCUS Historian and the IHCUS *Third Eye* editor and IHCUS Webmaster.
  - This should include the total number of dogs competing in Best of Breed, Dog and Bitch classes, as well as all Sweepstakes classes.
  - All results of the performance events should also be documented and submitted to the IHCUS Historian and the IHCUS *Third Eye* Editor.
  - Also include any Supported entry classes that were held on subsequent days of the All-Breed show
- **Newsletter**
  - Prepare and submit an article (including the AKC official results and a complete catalog), to the *Third Eye* Editor for publication
  - Obtain photos of the Winners from the Event Photographer(s) for publication in the newsletter.
    - Include the photos with your submitted article.
    - Include the following information, as it appears in the catalog, with each photo: dog’s name, owner, handler and placement with each photo

## 9. Committees

### **Applies to ALL Committee’s:**

**Any expenditure over \$50.00 must be paid by the Treasurer via Check or Debit Card, so plan accordingly!**

#### **9.1. Auction Chair - Income from the auction supports specialty expenses.**

- **Location and Day**
  - Auction occurs at the Annual Banquet
- **Coordinate**
  - With the Banquet Chair for the following:
    - For appropriate space for 4 to 6 6’ tables to display items
    - When the Auction will begin.
  - [With the Webmaster](#)
    - [For posting of information on the IHCUS National Specialty Webpage](#)
- **Donated Items**
  - Coordinate advance publicity with publicity chairperson and solicit donations.
  - [Use social media to post information requesting donations for the auction](#)
  - Receive donations directly
  - Have them sent directly to the Host hotel.
  - Arrange for items brought directly to the Specialty to arrive at the Banquet

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## SET-UP

Arrive at the Banquet room at least 1 hour prior to the banquet to set up auction items

- **Coordinate setup with the Banquet Chair when possible.**
- **It is beneficial to set up the auction items as early as possible the day of the banquet/auction but no later than 1 hour prior to the banquet**
- Large and High Interest items could be auctioned via the Auctioneer
- All other items could be put into a "silent" auction which should close at the opening by the Auctioneer

## • RUNNING THE AUCTION

- Arrange for auctioneer(s).
- Assign someone to keep track of bidders and ensure their money is collected no later than the end of auction
- Using an "Assigned Number" to bidders has proven to be an effective method for keeping track of the winner bidder.
- Recommend that person has a pad of paper or book to write down the item, who won it, and for how much, and then can check off when paid and how (check or cash)
- Turn all auction monies over to the IHCUS Treasurer or individual designated by the Show Chair. .

➤ **FINAL REPORT: No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer**

## 9.2. Banquet Chair

➤ **All proposed contracts of any kind that obligate IHCUS in any way must be submitted to the Show Chair for submission to the IHCUS Board for approval prior to being signed by the parties**

- This committee member is responsible for the IHCUS Annual Banquet. The banquet chairperson should

### • PRE-BANQUET

- Choose a caterer, if at Purina Farms you must use their caterer, arrange for the space, choose the menu, and set the price for the dinner
- Coordinate with the Show Chair in regards to setting the banquet meal prices. **These prices must include appropriate taxes and gratuity. The prices should also include a slight increase to "help" cover gratuity meals.**
- Coordinate advance publicity with publicity chairperson and solicit reservations
- Coordinate with the IHCUS webmaster to have banquet items listed in the IHCUS Store for ordering reservations **and posted on the IHCUS National Specialty webpage.**
- Receive reservations, maintain guest list and promptly forward checks to treasurer
- **Coordinate with Show Chair to receive the IHCUS decorations, floral table pieces and IHCUS Banners (they are usually used for table decorations at the conformation ring).**
- Take charge of decorations, door prizes, table favors and nametags.
- Notify facility of head count.
- Organize the program: presentation of annual awards, speakers, if any, introduction of officers and board, judges, auction and auctioneers, etc

### • BANQUET

- **It is beneficial to set up the banquet room with the banners and table decorations on the tables as early as possible the day of the banquet, if at all possible**
- Indicate to servers entrees ordered by use of color- coded place cards
- Ensure a "judges table is reserved"
- Ask ahead of time if judges wish to sit at that table or with another table.
- Usually the judges, the show chair, IHCUS President etc. would sit at that table.
- Fill in other seats as appropriate along those lines.
- Verify reservations as people arrive.
- Confirm totals with caterer prior to payment
- Supervise payment of bill by treasurer.

### • POST BANQUET

- Before leaving the Banquet ensure the Auction Chair has taken care of whatever is left over from the auction
- Do a thorough check of the room for any IHCUS items that might be left there.

### • AFTER THE SHOW

- **FINAL REPORT: No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer**



### 9.3 Catalog Chair- Income from the ads help pay for the specialty

- Coordinate with Show Chair to determine how much above cost to charge for the catalog,( whether a buyer can pre-order for a discount and pick up day of specialty etc.)
- Coordinate with Show Chair to determine how much to charge for advertisements (Does it include a fee catalog?)
- All ads should be submitted to the Superintendent no later 2 weeks before the closing date of show.
  - All ads should be based on a 5 ½ x 8 ½ with ½ margins all around
- Included in the catalog are the names of IHCUS Officers, specialty chairperson and committee chairs. The Secretary's address must be included. Use earlier catalogs and premium lists as a guide.
- Coordinate with the Trophy Chairperson to make sure all deadlines are met to have trophies included in the premium list and catalog.
- Have catalogs available at ring for purchase by exhibitors.
  - Ask Show Chair how to request needed table and chair and where it will be placed.
  - Unsold Catalogs must be turned in to the Show Chair
- Usually catalogs can go on sale 30 minutes before the show begins and continue until end of show or run out of catalogs.
  - During those hours have volunteers lined up to sell the catalogs and take money etc.
  - Collect all cash/checks at the end of the sale period.
  - Make a report of: number printed, number sold, number turned over to Show Chair.
  - Turn monies over to IHCUS Treasurer or individual designated by the Show Chair
- **AFTER THE SHOW**
  - **FINAL REPORT: No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer**

### 9.4 IHCUS Judges Education Committee

- The Show Chairperson should contact the IHCUS Judges Education Chair to see what they can offer
  - Such as a Judges Education Seminar, Ring Side Mentoring for Judges, Presentation of the IHCUS Breed Seminar to Non-Judge Ibizan Hound Fanciers, Breeder Round Table.
- Judges education should coordinate timing with Show Chair who should ensure a room for seminar is identified what time it will be and if there is ringside mentoring to set up a restricted area ringside with chairs for
- Logistic expenses will be covered by the IHCUS general fund but no reimbursement for expenses of travel etc. can be provided.
- **AFTER THE SHOW**
  - **FINAL REPORT: No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer**

### 9.5 Health Clinic Chair

- **All proposed contracts of any kind that obligate IHCUS in any way must be submitted to the Show Chair for submission to the IHCUS Board for approval prior to being signed by the parties**
- Coordinate with the IHCUS webmaster to have all Health Clinics listed in the IHCUS Store for reservations and payments
- Decide what, if any, health clinics will be offered
- Arrange for location and date of health clinics
- Arrange for staff to assist during health clinic hours
- Locate the necessary veterinarians or individuals to provide the services offered at the health clinic and obtain a written letter of understanding or contract about how much the veterinarian will be paid, stating agreed upon date, times, and locations etc.
- Arrange for advance publicity.
- Work with the publicity chairperson to insure that the information for the health clinics is included in all publicity
- Provide all information to the webmaster for inclusion on the IHCUS website and in the IHCUS Store.
- Provide all information on the Health Clinics to the Superintendent for inclusion in the Premium List. This should be done at least 16 weeks prior to the show date.
- Turn all monies over to the IHCUS Treasurer or individual designated by the Show Chair
- **DAY OF THE HEALTH CLINICS**
  - **NEEDS TO BE ADDED!**
- **AFTER THE SHOW**
  - **FINAL REPORT: No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer**





**9.6 Hospitality Chair** The Hospitality Chairperson is responsible for:

- Checking with Show Chair for operating budget and staying within that budget
- Hospitality acts as the host and organizer of the show's social functions.
- Turn all monies collected over to the IHCUS Treasurer or individual designated by the Show Chair
- Clean-up of all Hospitality events.
  - **EVENING HOSPITALITY "Welcome" NIGHT**
    - Usually held at host hotel
    - Provide refreshments
    - Provide nametags for participants
  - **PERFORMANCE DAY(s)**
    - Provide water for the judges and workers
    - Provide for all the Judges lunches which are complimentary (Check with Performance Chair regarding other complimentary lunches)
    - Check with Performance Chair regarding what food or beverages they want available at the different performance events
    - Decide if lunch will be made available the day of the Lure Coursing Trials
    - Coordinate with IHCUS Webmaster for listing of Lure Coursing lunches for Ordering and paying lunch their lunch
      - Arrange for a "box" style lunch for the Lure Coursing exhibitors/workers
      - Arrange for advance publicity.
      - Choose a caterer or restaurant or for pick-up style lunch, select the menu and set the price
      - Keep track of who ordered what and matching lunch person whom ordered it
  - **CONFORMATION SHOW DAY**
    - Provide water for the judges and workers
    - Provide for all the Judges lunches which are complimentary (Check with Conformation Chair regarding other complimentary lunches)
    - Furnish ring decorations such as flowers, banners etc.
    - Check with Conformation Chair regarding what food or beverages they want available at the different events
  - **BANQUET NIGHT**
    - Provide nametags for participants and officials
    - Greet and provide transportation for judges as needed.
    - Help publicity chair distribute information packets.
- **AFTER THE SHOW**
  - **FINAL REPORT:** No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer



### **9.7 Performance Events Chair** (Agility/Rally/Obedience/Lure Coursing)

- **All proposed contracts of any kind that obligate IHCUS in any way must be submitted to the Show Chair for submission to the IHCUS Board for approval prior to being signed by the parties**
  - Turn all monies collected over to the IHCUS Treasurer or individual designated by the Show Chair
    - **FINAL REPORT:** No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair
  - Rally and Obedience should be part of the Superintendents contact if these are offered
  - Lure Coursing and Agility:
    - Because of the amount of work and detailed knowledge required for these events, the committee may want to consider hiring a secretary for these events if a knowledgeable IHCUS member is not available
  - Secure adequate indoor ring space or a facility and equipment for agility, rally and obedience
  - Secure adequate field and equipment for lure coursing
  - Selecting judges and making all arrangements for payment, lodging, meals and transportation for them.
  - Getting AKC approval for these competitions.
  - Making provisions for ribbons, judge's books and/or score sheets.
  - Providing for entry taking, catalog information and record keeping
  - Making provisions for setting up and taking down of all equipment.
  - Coordinate judging with the conformation ring to avoid conflicts.
  - Arrange transportation for participants between the rings, if distance is a factor.
  - Publicize this aspect of the show. Encourage participation by exhibitors and viewing by spectators.
  - Provide ring stewards and field help.
- **Performance Prizes/Trophies:**
- All trophies and rosettes should be comparable to the trophies and rosettes given in the Conformation ring. The following trophies **MUST** be provided
  - Coordinate donation lists with the Trophy Chairperson
  - High in Trial Ibizan Hound for Agility, Rally, Obedience
  - Best of Breed for ASFA and AKC Lure Coursing
  - All other awards should emulate the awards given out in the Conformation Ring.
  - Work with trophy chairperson to ensure proper trophies are at the ring where they will be presented.
- **AFTER THE SHOW**
  - **FINAL REPORT:** No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer

### **9.8 Publicity Chair – Promotion of Events**

- Historically the Show Chair has provided all of these functions but if possible to delegate this information to a specific person it would be helpful
- Responsible for advertising the specialty to the widest possible audience of interest. The publicity chairperson gets the word out and keeps everyone informed.
- The publicity chairperson should:
  - Actively promote the specialty and related fund raising activities on social media sites and IHCUS venues.
  - Help the various committees solicit orders for National Specialty related items (i.e. DVD, Banquet, T-Shirts, Entries, etc.)
  - Promote the theme and logo selected by the show committee for the show
  - Disseminate information about time, place, schedule of events, judges, location of show headquarters and show grounds, banquet and luncheon information. Information on how to receive a detailed packet should be included in the clubs Official Publication (the Third Eye) and is sent to all IHCUS members. (Make sure you note deadlines for submission to the Third Eye to be sure your material is timely.)
  - Work with the IHCUS Webmaster for listing of the National Specialty information on the IHCUS Website
  - Provide up-dated information to the Webmaster as appropriate.
  - Place information for the events in the newsletter and on club social media, such as Facebook, prior to the show.
  - Encourage advertising in the show catalog.
  - Put together an information package for those attending the specialty. Packet should include a detailed schedule of events, maps and other useful information and be handed out at the time of arrival.
- **AFTER THE SHOW**
  - **FINAL REPORT:** No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer



### 9.9 Ribbon Chair - The Ribbon Chairperson

- The Show Chair will provide the Ribbon Chair an operating budget for all ribbons for Conformation and Performance Events.
  - The Ribbon costs are covered by the Trophy Income.
  - **Please note:** IF agility is offered, the Ribbons for this event will be deducted from the Agility income since agility is not limited to Ibizan Hounds
  - Coordinate with the Trophy and Show Chair to ensure this works out.
  - Generally the ribbon budget is around \$750. This is to cover all ribbons, except the agility.
  - If you want to exceed the budget you must request permission from the show chair and provide the show chair information on how you plan on paying for the additional costs.
  - Obtain a list of required ribbons/rosettes from the Performance Chair and Show Chair respectfully.
  - **All proposed contracts of any kind that obligate IHCUS in any way must be submitted to the Show Chair for submission to the IHCUS Board for approval prior to being signed by the parties**
- Since the Superintendent may not be there for the performance events you will need to arrange to get the Performance event ribbons/rosettes from them in advance of the performance events. (Suggest mailing directly to the Host Hotel.)
- Coordinates with the show superintendent for the ribbons/rosettes for all performance and conformation events.
- Show Superintendent will provide the necessary ribbons for all events.
  - Coordinate with the Show Superintendent what style rosettes and ribbons you desire.
  - Make sure all rosettes are imprinted with "IHCUS National Specialty" and the IHCUS Logo and any appropriate logo and wording for the events.
- Get the Rosette counts to the Superintendent for performance events not being organized by them. (i.e. Lure Coursing and Agility)
- Let the All-Breed Club know that IHCUS will pay to upgrade the ribbons to Rosettes for BOB, BOS, BOW, WD, WB, RWD, RWB and all placements in classes offered, Regular and Non-Regular classes for the Supported Entries.
  - The budget for the upgrade should not exceed \$90.00 per supported entry.
  - The cost of the supported entry upgrade is taken from the general income from the National Specialty. It is not part of the National Specialty ribbon budget.
- **AFTER THE SHOW**
  - **FINAL REPORT:** No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer

### 9.10 Trophy Chairpersons -

- **The Show Chair must give written approval before any trophies are ordered.**
- It is recommended that the Trophy Chair be split into 2 Chairs: Performance and Conformation, but both should work together under the supervision of the Show Chair, to which they are accountable.

#### GENERAL INFORMATION:

- Trophies must be provided for ALL Conformation and Performance events.
- Offered trophies must be equal in quality/value for both conformation and performance events.
- Trophy chairs are responsible for following any rules listed in the AKC Rules Applying to Dog show booklet that apply to trophies.

#### TROPHY FINANCE

- **Budget:**
  - Coordinate with the show chair to price the sponsorships
  - You must price your requests for trophy sponsorship so it covers your trophies and ribbons and an extra amount of wiggle room to cover trophies not sponsored. For example if the Ribbon cost is \$750.00 then \$375 from conformation and \$375 from performance trophy sponsorship.
  - You should mark up your trophy sponsorships an additional 15%, approx., to help cover the cost of trophies not sponsored. (For example, the budget for trophies in 2015 was \$1000.00 each for Performance and Conformation events.)
  - Using cost guidelines and the specialty theme, determine the general type of trophy desired.
  - Then, go shopping. Check several sources as prices and quality vary.
  - **Show chair has final approval of choice of trophies prior to ordering.**



### ***Trophy Chairpersons Con't-***

- **Payment of Trophy Sponsorships:**
  - Coordinate with the IHCUS webmaster to have all trophies listed in the IHCUS Store for sponsorship and to receive payments (this should be done at least 8 months prior to the show date)
  - **Trophies will not be listed as sponsored prior to payment being received**
- **Deadlines:**
  - Sponsorship prices should be formalized 8 months prior to the show date and submitted to the webmaster for listing on the IHCUS website
  - Submit trophy list for Premium to superintendent ... 5 weeks prior to show closing
  - Submit final Sponsored trophy list for Catalog to superintendent ... 2 weeks prior to closing date
    - It is a good idea to have your information completed and mailed one or two weeks before the superintendent's deadline so that any questions can be clarified.
    - Early deadlines allow for corrections

### **PREMIUM LIST/CATALOG INFORMATION:**

- A description of each trophy must be included in the premium list, along with names of any Sponsors already committed at press time.
- Updated list of Sponsors must be in the catalog information you send to the superintendent later.

### **CHALLENGE AND MEMORIAL TROPHIES (See attached guidelines for current trophies):**

- Current challenge trophies are at the show for photos only.
- They are retained by the IHCUS until the trophy is retired.
- Following the show the trophy chair shall have the trophy engraved with the winner's names and then forwarded on to the show chair for the next year's specialty.
- The engraving shall include year, winning dogs registered name and name of owner(s). The IHCUS pays for the engraving.
- New challenge and memorial trophies must be approved by the IHCUS Board and once donated become the property of the IHCUS.
- Trophies must be of size and shape to avoid shipping and handling problems.
- The trophies must come with a sturdy shipping container that will withstand years of use. The exterior dimensions of the shipping container must not exceed 16"x18"x20".

### **SPECIAL PLACEMENTS/AWARDS**

- **Award of Merit Dog/Bitch & Select Dog/Bitch**
  - They need to be included in the information for the premium list and catalog.
  - A notation must appear in the judge's book noting the number of AOM's and Selects to be awarded.
  - Check that the judge is aware of the procedure and guidelines.
  - AOM's and Select winners are selected after the Best of Breed, BOS and BW awards are made.
- **Best of Bred by Exhibitor, Best Owner Handler Series, Best Junior Handler, Best Veteran and Best Puppy:**
  - These awards are optional and, if selected, would need to be included in the information for the premium list and catalog.
  - The judge would need to be notified to make these selections from the appropriate classes.

### **BEFORE THE SHOW**

- **Trophy List:**
- Work with the specialty chairperson to compile a trophy list. Though not set in stone, the list usually includes the following ([Also see comprehensive listing below](#))
  - Classes--trophies go to Best of Breed, Best Opposite, Winners, Best of Winners, AOM, Select, BBBE, BOH and placements 1-4 in all classes.
  - Puppy sweepstakes-- Best Junior, Best Senior, Best in Sweeps and Best Opposite and first in each of the 6 classes.
  - Veteran Sweeps--Best Veteran, Best Opposite, and 1st place in each of the four classes.
  - Obedience, Rally, Agility and Lure Coursing trophies.
- This is essentially the basis of your shopping list. Use previous catalogs to help guide you.

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- **Sponsorship: Start early**

- Coordinate with the IHCUS webmaster to have all trophies listed in the IHCUS Store for sponsorship and to receive payments at least 8 months prior to show date
- Solicit for trophy sponsors via emails, Facebook notices, personal phone calls, etc. on a regular basis.
- Emphasize and publicize that people can select and pay for their trophy donations via the IHCUS Store. But that checks are also accepted. However, **all trophies MUST BE PAID for before they can be “Held” or listed as sponsored.**
- Work with the publicity chairperson to insure that the request for trophy sponsorship is included in all publicity
- Publicize the deadline date for Sponsors names to appear in the catalog -- two weeks prior to closing date of the show.
- Stress that later sponsorships are welcome too but will not be listed in the catalog

- **Trophy Table**

- Check size of tables available for trophies.
- Arrange for tables to be at ringside to accommodate all of the trophies. (3-4 tables is what is usually needed)
- Banner with the IHCUS logo and related items can be requested from the Board and must be returned within 2 weeks after the Specialty.
- **Final Advance Preparation:**
  - Using the trophy list, check that the list matches the trophies on hand.
  - Label trophies with class and placement and Sponsor’s name. (Example, “Open Dog, 2nd Place Sponsor: Mary Joe Smith”)

## **DAY OF SHOW**

- *It is beneficial to set up the trophy tables with the trophies and banners on them the day prior to the show if at all possible.*
- Deliver trophies, unpack them and arrange the trophy table.
- Do a double check to assure that every trophy is clearly labeled. (It’s good to take along some extra labels just in case one has fallen off.)
- Make certain that ... trophies for obedience, rally and agility (or any other activity) are taken to the correct rings and are presented to the winners.
- Help the ring steward organize and present the trophies to minimize confusion.
- At the end of each event inventory and collect all unclaimed/unused trophies and arrange with the Show Chair for disposition. All unclaimed trophies are to be kept for use in future IHCUS Sponsored events

## **AFTER THE SHOW:**

- Within two weeks after the specialty:
  - Procure the engraved plates for the Challenge Trophies (See guidelines regarding the engraving instructions)
  - The IHCUS loaned items such as the logo table banner, etc. forward to whomever the Show Chair or Board directs
  - Write thank you notes to all Sponsors.
  - Send marked catalog pages or other incentive gifts to those Sponsors who qualify
  - **FINAL REPORT: No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer**

## **9.11 Ways and Means**

- **All proposed contracts of any kind that obligate IHCUS in any way must be submitted to the Show Chair for submission to the IHCUS Board for approval prior to being signed by the parties**
- Coordinate with the IHCUS webmaster to have all Ways and Means items listed in the IHCUS Store for purchase
- Suggested money-raising activities include: silent auction, live auction, raffle and the sale of specialty related products (Coordinate any Auctions with the Auction Chair)
- The financial resources required to host a National Specialty are usually beyond the limited funds available to IHCUS.
- Efforts to raise money for a successful show should begin as soon as possible, well before the anticipated date of the show.
- Select Style of T-Shirt, National logo will go on them.
- Provide all information to the Webmaster for inclusion in IHCUS Store 16 weeks before the closing date of the Nationals
- Place the order for the T-Shirts – Include a few extra to be sold at the Nationals.

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- Mail all shirts to individual that requested them be mailed (Make sure you include the price of shipping for each T-Shirt as part of the price listed in the IHCUS Store)
  - Handout all shirts to exhibitors that were requested to be handed out at the National
  - Set up a table (possibly along with the Catalog Table) to sell the extra T-Shirts
- **Videographer (optional)**
  - Ways and Means is responsible for coordinating with a videographer
  - Choose a specialty videographer
  - The contract shall state that the club receives a minimum of 1 finished DVD free of charge
  - Forward the free DVD to the IHCUS historian
- **AFTER THE SHOW**
  - **FINAL REPORT: No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer**

### **9.12 Welcome/Exhibitor Bag Chairperson**

- The cost of these Welcome/Exhibitor bags is absorbed by other National Specialty income.
- Before purchasing any items check with the Show Chairperson for budget.
- Supply bags to be given to each exhibitor
- Procure items to be placed in the Welcome Bags.
  - Preferably donated items when possible Tote bags with the Specialty Logo or the IHCUS logo
- Pass out the Welcome/Exhibitor bags to each exhibitor
  - Have exhibitors sign for receiving their bag. One bag per exhibitor.
  - Make sure that any individual or company that donated to the Welcome/Exhibitor bags receives a thank you note.
  - Provide the Third Eye editor with the donors names for inclusion in the Specialty issue of the Third Eye.
- **AFTER THE SHOW**
  - **FINAL REPORT: No later than 2 weeks after the Specialty provide a final report showing a complete breakdown of all income and expenses and all documentation to the Show Chair and Treasurer**

**10. Other:** You are not limited to activities and events stated here and you are encouraged to offer other activities whether performance, fund raising, or social as long as your projected budget demonstrates income to cover the expenses for these. Any activities and events you plan on hosting must be included in your application.

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## 11 Sample Forms

# Trophy Sponsorship List Samples

### **SAMPLE** National Specialty Conformation Trophy Sponsorship Sample - 2015

PUPPY SWEEPSTAKES				Sponsor	Amount
\$40	Best Puppy in Sweepstakes				
\$30	Best of Opposite Sex				
\$20	Puppy Dog	6 - 9	Mos		
\$20	Puppy Dog	9 - 12	Mos		
\$20	Junior Dog	12 - 18	Mos		
\$20	Puppy Bitch	6 - 9	Mos		
\$20	Puppy Bitch	9 - 12	Mos		
\$20	Junior Bitch	12 - 18	Mos		
<b>\$190</b>				<b>TOTAL</b>	<b>\$ -</b>

VETERAN SWEEPSTAKES				Sponsor	Amount
\$40	Best in Veteran Sweepstakes				
\$30	Best of Opposite Sex				
\$20	Veteran Dog	7 - 9	Yrs		
\$20	Veteran Dog	9+	Yrs		
\$20	Veteran Bitch	7 - 9	Yrs		
\$20	Veteran Bitch	9+	Yrs		
<b>\$150</b>				<b>TOTAL</b>	<b>\$ -</b>

JUNIOR SHOWMANSHIP				Sponsor	Amount
\$40	Best Junior Handler				
<b>\$40</b>				<b>TOTAL</b>	<b>\$ -</b>

CONFORMATION				Sponsor	Amount
\$60	Best of Breed				
\$45	Best of Winners				
\$45	Best of Opposite Sex				
\$40	Select Dog				
\$40	Select Bitch				
\$40	Award of Merit				
\$40	Award of Merit				
\$35	Winners Dog				
\$35	Winners Bitch				
\$30	Reserve Winners Dog				
\$30	Reserve Winners Bitch				
\$20	Puppy Dog	6 - 9	Mos		
\$20	Puppy Dog	9 - 12	Mos		

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\$20	12 - 18 Month Dog	12-18	Mos		
\$20	Bred-By-Exhibitor Dog				
\$20	American Bred Dog				
\$20	Amateur/Owner Handler Dog				
\$20	Open Dog Smooth				
\$20	Open Dog Wire				
\$20	Puppy Bitch	6 - 9	Mos		
\$20	Puppy Bitch	9 - 12	Mos		
\$20	12 - 18 Month Bitch	12-18	Mos		
\$20	Bred-By-Exhibitor Bitch				
\$20	American Bred Bitch				
\$20	Amateur/Owner Handler Bitch				
\$20	Open Bitch Smooth				
\$20	Open Bitch Wire				
\$20	Veteran Dog	7-9	Yrs		
\$20	Veteran Dog	9+	Yrs		
\$20	Lure Coursing Dog				
\$20	Veteran Bitch	7-9	Yrs		
\$20	Veteran Bitch	9+	Yrs		
\$20	Lure Coursing Bitch				
<b>\$880</b>				<b>TOTAL</b>	<b>\$ -</b>

NON REGULAR CLASSES				Sponsor	Amount
\$35	Best Puppy in Show				
\$35	Best Bred By Exhibitor				
\$35	Best Veteran in Show				
\$35	Best Amateur Owner Handler				
\$35	First Place Stud Dog				
\$35	First Place Brood Bitch				
\$35	First Place Brace				
\$25	Best of Breed Puppy	4 - 6	Mos		
\$20	Best of Opposite Puppy	4 - 6	Mos		
<b>\$290</b>				<b>TOTAL</b>	<b>\$ -</b>

**\$1,550** **\$ -**

**(\$375) Set aside for Ribbons**

**\$1,175**

**15% set aside towards unsponsored**

**\$(176.00) trophies**

**\$999.00 Trophy Budget for Conformation**

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## National Specialty Performance Trophy Sponsorship Sample - 2015

Agility		Sponsor	Amount
\$50	High Scoring Ibizan In Trial - Day 1		
\$50	High Scoring Ibizan In Trial - Day 2		
\$20	High Scoring Novice JWW - Day 2		
\$20	High Scoring Novice Standard - Day 2		
\$20	High Scoring Excellent/Master JWW - Day 2		
\$20	High Scoring Excellent/Master Standard - Day 2		
\$20	*High Scoring T2B - Day 2		
\$20	*High Scoring FAST - Day 2		
\$20	Novice A Class JWW - Day 2		
\$20	Novice B Class JWW - Day 2		
\$20	Novice A Class Standard - Day 2		
\$20	Novice B Class Standard - Day 2		
\$20	Open Class JWW - Day 2		
\$20	Open Class Standard - Day 2		
\$20	Excellent JWW Class - Day 2		
\$20	Excellent Standard Class - Day 2		
\$20	Master JWW Class - Day 2		
\$20	Master Standard Class - Day 2		
<b>TOTAL</b>	<b>\$370</b>	<b>TOTAL</b>	<b>0</b>

Obedience		Sponsor	Amount
\$50	High Scoring Ibizan Trial		
\$20	High Scoring Beginner Novice		
\$20	High Scoring Novice		
\$20	*High Scoring Open		
\$20	*High Scoring Utility		
\$20	Beginner Novice A		
\$20	Beginner Novice B		
\$20	Graduate Novice Class		
\$20	Novice A Classes		
\$20	Novice B Classes		
\$20	*Open A Classes		
\$20	*Open B Classes		
\$20	*Utility A Classes		
\$20	*Utility B Classes		
<b>TOTAL</b>	<b>\$310</b>		<b>0</b>



<b>Rally Obedience</b>		<b>Sponsor</b>	<b>Amount</b>
\$50	High Scoring Ibizan in Trial		
\$20	High Scoring Novice		
\$20	High Scoring Advanced		
\$20	High Scoring Excellent		
\$20	Novice A Classes		
\$20	Novice B Classes		
\$20	Advanced A Classes		
\$20	Advanced B Classes		
\$20	Excellent A Classes		
\$20	Excellent B Classes		
<b>TOTAL</b>	<b>\$230</b>	<b>TOTAL</b>	<b>0</b>

<b>AKC Lure Coursing</b>		<b>Sponsor</b>	<b>Amount</b>
\$50	Best of Breed		
\$25	High Scoring Open		
\$25	High Scoring Special		
\$20	High Scoring Breeder Stake		
\$20	High Scoring Kennel Stake		
\$20	High Scoring Bench CH of Record		
\$20	High Scoring Performance Title (does not include FC or FCh)		
\$20	Open Stake A		
\$20	Open Stake B		
\$20	Open Stake C		
\$20	Open Stake D		
\$20	Special Stake A		
\$20	Special Stake B		
\$20	Special Stake C		
\$25	Limited Stake Includes High Scoring		
\$25	Veteran Stakes Includes High Scoring		
<b>TOTAL</b>	<b>\$370</b>	<b>TOTAL</b>	<b>0</b>

<b>ASFA Lure Coursing</b>		<b>Sponsor</b>	<b>Amount</b>
\$50	Best of Breed		
\$25	High Scoring Open		
\$25	High Scoring Field Champion		
\$20	High Scoring Breeder Stake		
\$20	High Scoring Kennel Stake		
\$20	High Scoring Bench CH of Record		
\$20	High Scoring Performance Title (does not include FC or FCh)		
\$20	Open Stake A		
\$20	Open Stake B		





- \$20 Field Champion Stake A
- \$20 Field Champion Stake B
- \$25 Single Stake Includes High Scoring
- \$25 Veteran Stake Includes High Scoring

**TOTAL \$310**

**TOTAL 0**

**TOTALS \$1,590**

**(\$375) Set aside for Ribbons**

**\$1,215**

**(\$182) 15% set aside towards unsponsored trophies**

**\$1,033 Trophy Budget for Performance**

\*These trophies are not always needed. As of 2015 there are no Ibizan Hounds qualified to enter Obedience Open or Utility. You can check with the IHCUS Awards Committee Chair (awards@ihcus.org) to verify if any Ibizan has qualified for these levels of Obedience. Agility FAST and T2B are not always offered and if offered only High Scoring is generally sponsored for these classes.

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## Sample National Specialty Income/Expense Report SAMPLE

YEAR: **2014** Location: **Purina Farms**

### INCOME:

#### Auction

	Amount		
Blind Auction	\$ 1,217.00	Blind Auction	
Silent Auction		Silent Auction	
Other (Explain)		Other (Explain)	
Other (Explain)		Other (Explain)	
<b>Total Income</b>	<b>\$ 1,217.00</b>	<b>Total Expenses</b>	<b>\$ -</b>

### INCOME

### EXPENSES

#### Banquet

	Amount		Amount
Dinners	\$ 771.00	Building Rental	\$ -
Other (Explain)		Complimentary Dinners	\$ 186.50
Other (Explain)		Cost of Dinners	\$ 743.65
<b>Total Income</b>	<b>\$ 771.00</b>	Tax & Gratuity for Dinners	\$ 256.48
		Bartender Fee & Tax	\$ 54.05
		Other (Explain)	
		<b>Total Expenses</b>	<b>\$ 1,240.68</b>

#### Catalog

	Amount		Amount
Advertisement/Catalog	\$ 110.00	Color Ads	\$ 80.00
Sales	\$ 61.00	Black & White Ads	\$ 45.00
Other (Explain)		Additional Pages	
Other (Explain)		<b>Total Expenses</b>	<b>\$ 125.00</b>
<b>Total Income</b>	<b>\$ 171.00</b>		

#### Conformation

	Amount		Amount
Entry Fees		AKC Application Fee	\$ 100.00
Conformation	\$ 1,726.00	AKC Application Fee 4 to 6 mo puppy (\$15)	\$ 15.00
Puppy & Bred-By-Exhibitor Classes	\$ 250.00	AKC Per Capita Fee (\$3.50 per entry)	\$ 278.00
Veterans	\$ 75.00	Building Rental	\$ -
Sweepstakes	\$ 425.00		
Brace (as a unit)	\$ 25.00	Complimentary Worker Lunches	\$ 216.15
Junior Showmanship Competition	\$ 20.00	Complimentary Trial Chair Lodging	\$ 114.21
4-6 Month Puppy	\$ 90.00	Judge Expenses:	
<b>Total Income</b>	<b>\$ 2,611.00</b>	Lodging	

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Conformation	\$ 228.42
Sweepstakes	\$ 114.21
Other (Explain)	
Travel	
Conformation	\$ 429.58
Other (Explain)	
Gifts - Judge	\$ 133.75
Gifts - Sweepstake Judge	\$ 55.00
Premium Printing	\$ 456.00
Ribbons/Rosettes	
Regular Classes	\$ 204.00
Non-Regular	\$ 59.00
Sweepstake	\$ 53.50
Jr Showmanship	\$ 15.20
4 to 6 Puppy	\$ 20.40
Superintendent Base Fee	\$ 100.00
Superintendent Entry Expense	\$ 880.00
Superintendent Sweepstake Entry	\$ 119.00
Sweepstake Monies	\$ 241.13
Three Rivers Ribbon Upgrade	\$ 152.20
<b>Total Expenses</b>	<b>\$ 3,984.75</b>

**Exhibitor/ Welcome Bags**

	Amount		Amount
		Key Chains	\$ 75.00
Other (Explain)		Stuffed Animals	\$ 30.92
Other (Explain)		Moist Towelettes	\$ 4.27
Other (Explain)		Balls/Frisbees	\$ 75.82
Other (Explain)		Tissues/Pens/Paper	\$ 41.61
<b>Total Income</b>	<b>\$ -</b>	Poop Bags/CD Holders	\$ 39.07
		<b>Total Expenses</b>	<b>\$ 266.69</b>

**Health Clinics**

	Amount		Amount
BAER	\$ 180.00	BAER	\$ 160.00
CERF	\$ 1,175.00	CERF	\$ 900.00
HEART	\$ 5,125.00	HEART	\$ 3,440.00
Blood Draw		Blood Draw	
Microchip		Microchip	
Other (Explain)		Complimentary Worker Lunches	\$ 48.55
Other (Explain)		Other (Explain)	
<b>Total Income</b>	<b>\$ 6,480.00</b>	<b>Total Expenses</b>	<b>\$ 4,548.55</b>

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**Hospitality**

	Amount		Amount
Other (Explain)		Complimentary Lunches	
Other (Explain)		Hospitality Night Food/Beverages	\$ 214.78
<b>Total Income</b>	<b>\$ -</b>	Hospitality Night Room Rental	
		Refreshments for events	\$ 60.57
		Table Decorations - Silk Flowers	\$ 96.87
		Table Decorations - Labor/Silk Flowers	\$ 26.81
		Table Decorations - Cloths & Holders	\$ 14.96
		<b>Total Expenses</b>	<b>\$ 413.99</b>

**Judges Education**

	Amount		Amount
Printing		Room Rental	
Other (Explain)		Printing	
Other (Explain)		Equipment Rental	
<b>Total Income</b>	<b>\$ -</b>	<b>Total Expenses</b>	<b>\$ -</b>

**Parade of Honors**

			Amount
Entry Fee	\$ 48.00	Other	
<b>Total Income</b>	<b>\$ 48.00</b>	<b>Total Expenses</b>	<b>\$ -</b>

**Performance**

**Agility**

	Amount		Amount
Agility Entry Fees	\$ 9,597.00	AKC Per Capita Fee (\$3.50 per entry)	\$ 1,371.00
Other (Explain)	\$ 25.00	AKC Application Fee (\$100 PER DAY)	\$ 200.00
Other (Explain)		Building Rental	\$ 1,941.04
<b>Total Income</b>	<b>\$ 9,622.00</b>	Catalog Printing	\$ 16.25
		Complimentary Worker Lunches	\$ 279.10
		Complimentary Lodging for Trial Chair	\$ 114.21
		Judge Fees	\$ 1,177.50
		Judge Expenses	\$ 145.40
		Judge Gift	\$ 55.00
		Ribbons/Rosettes	\$ 602.00
		Refunds - Entries	\$ 226.00
		Secretarial Fees	\$ 1,355.00

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Other (Explain)	\$ 230.79
Other (Explain) - Photographer	\$ 100.00
Other (Explain)- Exhibitor Tokens	\$ 109.00
Delivery Charge (ribbons)	\$ 85.00
<b>Total Expenses</b>	<b>\$ 8,007.29</b>

**CGC**

	Amount		Amount
Per Entry Fees	\$ 120.00	Judges Fee	-
DOS Entry Fees	\$ 95.00	Administrative Fee	\$ 100.00
<b>Total Income</b>	<b>\$ 215.00</b>	<b>Total Expenses</b>	<b>\$ 100.00</b>

**Obedience**

	Amount		Amount
Obedience	\$ 87.00	AKC Per Capita Fee (\$3.50 per entry)	\$ 7.00
Other (Explain)		AKC Application Fee (\$25)	\$ 25.00
Other (Explain)		Building Rental	-
<b>Total Income</b>	<b>\$ 87.00</b>	Judge Fee	\$ 50.00

Judge Expenses	-
Judge Gift	\$ 29.25
Ribbons/Rosettes	\$ 14.70
Secretarial Fees	-
Other (Explain) - Photographer	\$ 25.00
<b>Total Expenses</b>	<b>\$ 150.95</b>

**Rally**

	Amount		Amount
Rally	\$ 145.00	AKC Per Capita Fee (\$3.50 per entry)	\$ 14.00
Other (Explain)		AKC Application Fee (\$25)	\$ 25.00
Other (Explain)		Building Rental	-
Other (Explain)		Judge Fee	\$ 50.00
<b>Total Income</b>	<b>\$ 145.00</b>	Judge Expenses	

Ribbons/Rosettes	\$ 20.10
Other (Explain) - Photographer	\$ 25.00
<b>Total Expenses</b>	<b>\$ 134.10</b>

**Lure Coursing**

	Amount		Amount
Pre-Entry - Pay Pal	\$ 593.00	AKC Application Fee - LC	\$ 35.00
Pre-Entry - Cks and Cash	\$ 478.00	AKC Application Fee - CABT	\$ 70.00
Pre-Entry - Cks and Cash - CABT	\$ 510.00	AKC Per Capita (\$3.50 per entry) (LC)	\$ 206.50
D.O.S. Entries - Checks & Cash (LC & CABT)	\$ 1,527.00	AKC Per Capita (\$3.50 per entry) (CABT)	\$ 192.50

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<b>Total Income</b>	<b>\$ 3,108.00</b>	ASFA Per Capita (\$4 per entry)	\$ 140.00
		ASFA Per Capita Ken./Breeder/Bench Stakes (\$1 per entry)	-
		Catalog Pages	\$ 16.25
		Equipment Rental	\$ 850.00
		Judge Expenses	\$ 84.51
		Judge Fee	\$ 80.00
		Judge Fee	\$ 270.00
		Judges Gifts	\$ 77.00
		Lunch Orders - Complimentary	\$ 24.33
		Lunch Orders - Exhibitors	-
		Lure Operator	\$ 40.00
		Photographer	\$ 150.00
		Ribbons/Rosettes - ASFA	\$ 90.20
		Ribbons/Rosettes - AKC	\$ 139.25
		Ribbons/Rosettes - CABT Ribbons	\$ 52.50
		Other (Explain)- Refund	\$ 127.00
		<b>Total Expenses</b>	<b>\$ 2,645.04</b>
<b>Ribbons/Rosettes</b>	<b>Amount</b>		<b>Amount</b>

This is just a visual breakdown of all ribbons and rosettes purchased. This total is NOT included in total expenses. Instead it is listed under each "categories" expenses.

Other (Explain)		Conformation	\$ 273.65
Other (Explain)		Sweepstakes	\$ 53.50
<b>Total Income</b>	<b>\$ -</b>	Jr. Showmanship	\$ 15.20
		4 to 6 Puppy	\$ 20.40
		Agility	\$ 602.00
		Obedience	\$ 14.70
		Rally	\$ 20.10
		Lure Coursing	\$ 281.95
		Three Rivers UpGrade	\$ 152.50
		Other - Deliver Charge	\$ 85.00
		<b>Total Expenses</b>	<b>\$ 1,519.00</b>

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## Trophies

### Conformation

	Amount		Amount
Best of Breed	\$ 60.00	Paper Crafts	\$ 700.00
BOW, BOS, SD, SB, AOM's	\$ 240.00	Stuff Toys	\$ 107.32
Winners Dog & Bitch & Reserv Dog & Bitch	\$ 110.00	<b>Total Expenses</b>	<b>\$ 807.32</b>
Class Winners	\$ 420.00		
Veteran/Brood Bitch/Stud Dog/Best Puppy/Brace/Best BBE	\$ 195.00		
Junior Showmanship	\$ -		
Puppy Sweepstake	\$ 170.00		
Veteran Sweepstake	\$ 120.00		
4 to 6 Month Puppy Classes	\$ 25.00		
<b>Total Income</b>	<b>\$ 1,340.00</b>		

### Performance

#### Agility

	Amount		Amount
High Scoring IB In Trial	\$ 35.00	Plaques	\$ 41.60
High Scoring Nov/Open/Ex/Masters	\$ 40.00	Leads	\$ 30.15
Class Trophies	\$ 60.00	Water Buckets	\$ 15.60
<b>Total Income</b>	<b>\$ 135.00</b>	Stuff Toys	\$ 15.30
		<b>Total Expenses</b>	<b>\$ 102.65</b>

### Obedience

	Amount		Amount
High Scoring IB In Trial	\$ -	Plaques	\$ 41.60
High Scoring: BN/ Nov/ Grad Nov/ Open/ Utility	\$ 20.00	Leads	\$ 30.15
Class Trophies	\$ -	Water Buckets	\$ 15.60
<b>Total Income</b>	<b>\$ 20.00</b>	Stuff Toys	\$ 15.30
		<b>Total Expenses</b>	<b>\$ 102.65</b>

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**Rally**

	Amount		Amount
High Scoring IB In Trial	\$ 30.00	Plaques	\$ 41.60
High Scoring: Nov /Advance/ Excellent	\$ 40.00	Leads	\$ 30.15
High Combined: (Advance/Excellent)		Water Buckets	\$ 15.60
Class Trophies	\$ 20.00	Stuff Toys	\$ 15.30
<b>Total Income</b>	<b>\$ 90.00</b>	<b>Total Expenses</b>	<b>\$ 102.65</b>

**Lure Coursing**

	Amount	AKC & ASFA	Amount
AKC BOB	\$ 35.00	Plaques	\$ 166.74
AKC High Scoring Open	\$ 25.00	Leads	\$ 120.62
AKC High Scoring Spec/Vet	\$ 50.00	Water Buckets	\$ 62.21
AKC Stakes (Open & Spec/Vet)	\$ 120.00	Stuff Toys	\$ 61.42
AKC Breeder/ Bench/ Kennel/ Performance	\$ 40.00	<b>Total Expenses</b>	<b>\$ 410.99</b>
AKC Single Stake	\$ 25.00		
ASFA BOB	\$ 35.00		
ASFA High Scoring Open	\$ 25.00		
ASFA High Scoring F.CH./Spec/Vet	\$ 75.00		
ASFA Stakes (Open & F.CH./Spec/Vet)	\$ 80.00		
ASFA Breeder/ Bench/ Kennel/ Performance	\$ 80.00		
ASFA Single Stake	\$ 25.00		
General Fund	\$ 15.00		
<b>Total Income</b>	<b>\$ 630.00</b>		

**Ways & Means**

	Amount		Amount
T-Shirt Sales - Pre-Orders	\$ 271.50	T-Shirts	\$ 389.55
T-Shirt Sales - DOS	\$ 102.50	DVD	\$ 545.80
DVD Sales	\$ 352.50	Other (Explain)	
Other (Explain)		<b>Total Expenses</b>	<b>\$ 935.35</b>
<b>Total Income</b>	<b>\$ 726.50</b>		

**GRAND TOTALS**

**Income \$27,416.50 Expenses \$ 24,078.65**

**Net Profit \$ 3,337.85**

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### INCOME / EXPENSE TOTALS

	Income	Expense	Profit/Loss
Auction	\$ 1,217.00	\$ -	1,217.00
Banquet	\$ 771.00	\$ 1,240.68	(469.68)
Catalog	\$ 171.00	\$ 125.00	46.00
Conformaton	\$ 2,611.00	\$ 3,984.75	(1,373.75)
Exhibitor/Welcome Bags	\$ -	\$ 266.69	(266.69)
Health Clinics	\$ 6,480.00	\$ 4,548.55	1,931.45
Hospitality	\$ -	\$ 413.99	(413.99)
Judges Education	\$ -	\$ -	0.00
Parade of Honors	\$ 48.00	\$ -	48.00
Performance			
Agility	\$ 9,622.00	\$ 8,007.29	1,614.71
CGC	\$ 215.00	\$ 100.00	115.00
Obedience	\$ 87.00	\$ 150.95	(63.95)
Rally	\$ 145.00	\$ 134.10	10.90
Lure Coursing	\$ 3,108.00	\$ 2,645.04	462.96
Trophies			
Conformation	\$ 1,340.00	\$ 807.32	532.68
Agility	\$ 135.00	\$ 102.65	32.35
Obedience	\$ 20.00	\$ 102.65	(82.65)
Rally	\$ 90.00	\$ 102.65	(12.65)
Lure Coursing	\$ 630.00	\$ 410.99	219.01
Ways & Means	\$ 726.50	\$ 935.35	(208.85)

<b>NS PROFIT</b>	<b>\$3,337.85</b>
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## Superintendent Financial Statement **Sample**

**Superintendent Name**

**Contact information: Address / Phone # / Email Address**

**Breakdown of fees for: The Ibizan Club of the United States for date \_\_\_\_\_**

**Show Chair:**

Qty	DESCRIPTION	CHARGES	CREDITS	ACCOUNT BALANCE
<b>Monies Collected</b>				
	First Entry of a Dog	\$30.00		
	Each Additional Entry of the Same Dog	\$23.00		
	Puppy (6-9 & 9-12), Bred By Exhibitor	\$25.00		
	Sweepstakes & Veteran Sweepstakes	\$25.00		
	Veterans	\$25.00		
	Brace (as a unit)	\$25.00		
	Junior Showmanship	\$10.00		
	First Entry of a Dog in *Rally	\$29.00		
	Each Additional Entry *Rally	\$22.00		
	First Entry of a Dog *Obedience	\$29.00		
	Each Additional Entry *Obedience	\$22.00		
	Puppy (4-6 MOS)	\$15.00		
	<b>Total</b>			
<b>Disbursements - Superintendent</b>				
	Base Fee	\$100.00		
	Entries at	\$10.00		
	Entries at (sweeps & parade)	\$7.00		
	Lodging for Superintendent per contract	\$45.00		
	Additional Catalog Pages (Agility, etc)	\$2.50		
	Color Ads 1/2 page	\$15.00		
	Color Ads	\$30.00		
	Black & White Ads	\$20.00		
	Additional PL pages	\$38.00		
	Ribbons & Rosettes	\$423.60		
	Sweepstakes money	\$242.13		
	<b>Total</b>			
<b>Disbursements - AKC</b>				
	AKC Listing Fee	\$0.50		
	Event Service Fee	\$3.00		
	Withheld for Monies Due	\$100.00		
	4-6 month puppy fee	\$2.00		
	<b>Total</b>			
	<b>Club Earnings</b>			

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# Sample Judge Contact Letter

**Ibizan Hound Club of the United States**



\_\_\_\_\_  
(Date Sent)

Name, Address, Phone Number,  
Email Address of person responsible  
for sending this letter.

Dear \_\_\_\_\_:  
(Judge Name)

On behalf of the members of the Ibizan Hound Club of the United States I am inquiring as to your availability to judge the our National Specialty in \_\_\_\_\_ on \_\_\_\_\_. The location of our National Specialty will be \_\_\_\_\_.  
(Year) (Date)  
(City and State)

(Usually one month from date letter is sent)

Please return this letter by \_\_\_\_\_ to confirm your availability. If available please include all specific financial arrangements required (fee or rate per dog plus all anticipated expenses). I look forward to hearing from you by \_\_\_\_\_.  
(Date stated above)

Yours Truly,

(Person listed at the top of letter)

.....  
 I am available to judge the Ibizan Hound Club of the United States National Specialty in \_\_\_\_\_  
(Year)

Fee: \_\_\_\_\_

Other expenses: \_\_\_\_\_

I am unable to judge the Ibizan Hound Club of the United States National Specialty in \_\_\_\_\_  
(Year)

\_\_\_\_\_  
(Judge Printed Name)

\_\_\_\_\_  
(Judge Signature)

Date: \_\_\_\_\_

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## Sample Judge Acceptance Letter



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**Ibizan Hound Club of the United States**

Name, Address, Phone Number,  
Email Address of person responsible  
for sending this letter.

\_\_\_\_\_  
(Date Sent)

Dear \_\_\_\_\_:  
(Judge Name)

This letter is to confirm your acceptance to judge the Ibizan Hound Club of the United States National Specialty in  
\_\_\_\_\_.  
(Year)

Your fee of \$\_\_\_\_\_ plus \_\_\_\_\_ night(s) at the host hotel, appropriate meals and transportation is  
acceptable. (Taken off of the acceptance letter)

Please find a contract for your judging assignment enclosed.

We are quite honored to have you judge our National Specialty. I would appreciate it if you would acknowledge the  
assignment by signing the contract and returning it to me as soon as possible.

Sincerely,

(Person listed at the top of the letter)

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# Conformation Judge Sample Contract

Ibizan Hound Club of the United States



Name, Address, Phone Number,  
Email Address of person responsible  
for sending this letter.

\_\_\_\_\_  
(Date Sent)

## IHCUS Judging Contract for \_\_\_\_\_ IHCUS National Specialty (Year)

This agreement is made by and between the Ibizan Hound Club of the United States, hereinafter referred to as the Club, and (Judge Name) \_\_\_\_\_, selected by IHCUS members as Judge for the \_\_\_\_\_ National Specialty to be held at \_\_\_\_\_ on \_\_\_\_\_.  
(City and State) (Date) (Year)

The parties to this agreement do hereby agree as follows:

### Assignment:

Judge all Conformation classes for Ibizan Hounds at the Club's National Specialty show plus

- Junior Showmanship     Four to Six Month Puppy Classes.     **No other classes/events**

The Specialty is scheduled for \_\_\_\_\_ at \_\_\_\_\_  
(Day and Date) (pending AKC approval).

\_\_\_\_\_  
(Facility Name and Complete Address)

### Written Critique:

(Usually 1 month from specialty date)

A written critique on the entry will be submitted to the Show Chair by \_\_\_\_\_. The submitted critiques will become the property of the Club and will be published in the Club's "Third Eye" Newsletter. The critiques are not to be published or distributed anywhere else without written permission from the Club.

### Judge's Fee:

(Taken off of the acceptance letter)

The Judge's fee for this assignment will be \_\_\_\_\_.     Waived

**Covered Expenses Include:** Expenses must be itemized on a signed, written bill and submitted to the Club Treasurer with all receipts attached.

### Lodging:

- The Club will provide for \_\_\_\_\_ night(s) lodging at the host hotel,

(Name and address of host hotel) \_\_\_\_\_

- Those nights being the night  prior to the show and  the night of the show. The Judge will be responsible for any hotel fees not covered by this contract.

### Meals:

- Lunch and Banquet Dinner will be provided the day of the Specialty.
- The Club will reimburse the Judge for reasonable charges for dinner the day prior to the Specialty and breakfast day of and the day following the Specialty.

### Transportation:

- Personal Automobile:**
  - If driving mileage will be reimbursed. The Club will allow a maximum of the current IRS per mile rate.
  - Any toll's, from interstate highways, paid to and from the Judges home and the Show Site.

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- Air Travel:**

(Airport Name)



- The Club will provide transportation to/from the \_\_\_\_\_ Airport in the event the judge flies in.
- Airfare, parking and mileage to and from the airport will be reimbursed
- The Club will not be responsible for reimbursement of First Class Tickets
- Airfare should be booked early enough to provide the best possible rate
- Airport Parking: Actual expenses incurred at economy rate parking
- **To and from Airport and Show Site:**
  - If transportation is required to/from the show site IHCUS will provided such.
  - In some cases a midsize rental car will be allowed with normal mileage for transportation from the airport and show site.
  - Reasonable out of pocket expenses for necessary ground transportation not furnished by the club will be reimbursed.

**Non-Covered Expenses Include:**

- First Class Airline Tickets will not be covered.
- Expenses in excess of items listed in the Covered Expenses
- Bar bills, phone calls charged to hotel rooms, kennel help, house sitters, expenses for traveling companion (unless under contract with the Club) valet service or dry cleaning.
- Any other expenses not mentioned above.
- The Show Chair, prior to payment, must approve any other expenses not mentioned above.

**IRS 1099 Form:**

If the Judge charges the Club \$600.00 or more in fees per day and unaccounted expenses in a calendar year, the Judge shall provide the Club with the Judge’s social security number for the required IRS 1099 Form.

**Judge Cancellation:**

In the event the Judge is unable to adjudicate at this show, this contract shall become null and void. Should the Judge cancel without a valid reason, the Judge shall be liable for any additional expense the Club may incur due to such a cancellation.

**Show Cancellation:**

In the event the Club cancels this show, or this assignment, the Club shall pay the Judge’s fee and any expenses incurred by the Judge, which may have resulted from this assignment.

**Time Schedule:**

It is understood that acceptance of this assignment is a commitment for the entire day. No special arrangements in judging schedules will be considered to accommodate a judge’s travel plans.

After thoroughly reading this contract, please return this signed contract to \_\_\_\_\_  
at the USPS or email address listed above by \_\_\_\_\_ (Person listed at the top of the contract)  
(Usually 30 days from date of letter).

This contract will become void if not signed and returned to the Club within 45 days from date of issue. Signed in duplicate (each party receiving a copy).

\_\_\_\_\_  
**Signature:** Person responsible for this contract **Date:** \_\_\_\_\_

I accept the invitation to judge the (Year) \_\_\_\_\_ Conformation Classes and the additional classes marked above, at the IHCUS National Specialty at the location and date stated above.

\_\_\_\_\_  
**Printed: IHCUS Specialty Judge**

\_\_\_\_\_  
**Signature: IHCUS Specialty Judge** **Date:** \_\_\_\_\_ [Back to Top](#)



# Sweepstake Judge Sample Contract

Ibizan Hound Club of the United States



\_\_\_\_\_  
(Date Sent)

Name, Address, Phone Number,  
Email Address of person responsible  
for this contract

IHCUS \_\_\_\_\_ National Specialty Judge Contract to include all Sweepstake classes and:  
(Year)  No other classes/events  Jr. Showmanship  4 to 6 Month Puppy Classes

This agreement is made by and between the Ibizan Hound Club of the United States, hereinafter referred to as the Club,  
and \_\_\_\_\_, selected by IHCUS members as Sweepstakes Judge for the  
(Judge Name)

\_\_\_\_\_  
(Year) National Specialty to be held at

\_\_\_\_\_ on \_\_\_\_\_  
(Facility Name) (Date)

The parties to this agreement do hereby agree as follows:

### Assignment:

Judge all Sweepstake classes to be held at the Club's National Specialty show scheduled for \_\_\_\_\_  
(Day and Date)

\_\_\_\_\_ at \_\_\_\_\_ (pending AKC approval).  
(Facility Name and Complete Address)

### Written Critique:

I agree to supply a written critique on the entry to the Show Chair by \_\_\_\_\_ (Usually 1 month from specialty date)  
(Date). The submitted critiques will be published in the Club's "Third Eye" Newsletter and nowhere else without written permission from the IHCUS.

### Judge's Fee:

The Judge's fee for this assignment will be waived.

Expenses must be itemized on a signed, written bill and submitted to the Club Treasurer with all receipts attached.

### Covered Expenses Include:

One night stay (Date) \_\_\_\_\_ at the host hotel, (Name and Address) \_\_\_\_\_.  
Breakfast, Lunch, and Banquet Dinner will be covered the day of the Specialty.

### Transportation:

IHCUS will provide transportation to/from the (Airport Name) \_\_\_\_\_ Airport in the event the judge flies in. If transportation is required to/from the show site IHCUS will provided such.

### Non-Covered Expenses Include:

All expenses not mentioned above. The Show Chair, prior to payment, must approve any other expenses not mentioned above.

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**Restrictions:**

Per AKC Guidelines dogs owned or co-owned by a Sweepstakes Judge are prohibited from being exhibited in conformation the day of the Specialty Event.

IHCUS will be offering performance events on the \_\_\_\_\_<sup>(# of days)</sup> days prior to your judging assignment. Although AKC allows sweepstake judges to participate in these events it is IHCUS's position that doing so could set up a situation that may appear to compromise your impartiality in your judging to some exhibitors.

Signatures below constitute acceptance of the agreement between IHCUS and \_\_\_\_\_  
(Judge Name)

\_\_\_\_\_  
Signature      Person responsible for this contract      Date: \_\_\_\_\_

---

Printed

I accept the invitation to judge the \_\_\_\_\_ above checked classes at the IHCUS National Specialty at the location and date, also stated above.      (Year)

\_\_\_\_\_  
Signature (Judge)      Date: \_\_\_\_\_

---

Printed

Sweeps Judge for \_\_\_\_\_  
(Year)

Please return this signed contract to \_\_\_\_\_ at the USPS or email address listed above by \_\_\_\_\_  
(Person listed at the top of the contract)

(Usually 3 days from date of letter)

Sincerely,

Person responsible for this contract

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# 4 to 6 Month Puppy Classes Judge Contract Sample



**Ibizan Hound Club of the United States**

\_\_\_\_\_  
(Date Sent)

Name, Address, Phone Number,  
Email Address of person responsible  
for this contract

**IHCUS** \_\_\_\_\_ **National Specialty Judge Contract for the 4 to 6 Month Puppy Classes:**  
(Year)

This agreement is made by and between the Ibizan Hound Club of the United States, hereinafter referred to as the Club,  
and \_\_\_\_\_, selected by IHCUS members as Sweepstakes Judge for the  
(Judge Name)  
\_\_\_\_\_ National Specialty to be held at  
(Year) \_\_\_\_\_ on \_\_\_\_\_.  
(Facility Name) (Date)

The parties to this agreement do hereby agree as follows:

**Assignment:**

Judge all Sweepstake classes to be held at the Club's National Specialty show scheduled for \_\_\_\_\_  
(Day and Date)  
\_\_\_\_\_ at \_\_\_\_\_  
(Facility Name and Complete Address) \_\_\_\_\_ (pending AKC approval).

**Written Critique:**

(Usually 1 month from specialty date)

I agree to supply a written critique on the entry to the Show Chair by \_\_\_\_\_ (Date) \_\_\_\_\_. The submitted critiques will be published in the Club's "Third Eye" Newsletter and nowhere else without written permission from the IHCUS.

**Judge's Fee:**

The Judge's fee for this assignment will be waived.

Expenses must be itemized on a signed, written bill and submitted to the Club Treasurer with all receipts attached.

**Covered Expenses Include:**

One night stay (Date) \_\_\_\_\_ at the host hotel, (Name and Address) \_\_\_\_\_.  
Breakfast, Lunch, and Banquet Dinner will be covered the day of the Specialty.

**Transportation:**

IHCUS will provide transportation to/from the (Airport Name) \_\_\_\_\_ Airport in the event the judge flies in. If transportation is required to/from the show site IHCUS will provided such.

**Non-Covered Expenses Include:**

All expenses not mentioned above. The Show Chair, prior to payment, must approve any other expenses not mentioned above.

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**Restrictions:**

Per AKC Guidelines dogs owned or co-owned by a 4 to 6 month puppy class Judge are prohibited from being exhibited in conformation the day of the Specialty Event.

IHCUS will be offering performance events on the \_\_\_\_\_<sup>(# of days)</sup> days prior to your judging assignment. Although AKC allows judges of the puppy classes to participate in these events it is IHCUS's position that doing so could set up a situation that may appear to compromise your impartiality in your judging to some exhibitors.

Signatures below constitute acceptance of the agreement between IHCUS and \_\_\_\_\_  
(Judge Name)

\_\_\_\_\_  
Signature      Person responsible for this contract      Date: \_\_\_\_\_

---

Printed

I accept the invitation to judge the \_\_\_\_\_ IHCUS National Specialty 4 to 6 month puppy classes at the location and date stated above.      (Year)

\_\_\_\_\_  
Signature (Judge)      Date: \_\_\_\_\_

---

Printed Name

4 to 6 Month Puppy Judge for \_\_\_\_\_  
(Year)

Please return this signed contract to \_\_\_\_\_ at the USPS or email address listed above by \_\_\_\_\_.  
(Person listed at the top of the contract)

(Usually 30 days from date of letter)

Sincerely,

Person responsible for this contract

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# Show Photography Contract **SAMPLE**

## SPECIALTY CLUB CONTRACT

1. **FOR SALE:** This excludes venders in good standing with the show giving club that shoot candid's within their respective booth space and videographers contracted by the show giving club. No person will be allowed to photograph a dog while the photographer's sign is in place with that dog, without prior consent; this includes club members and dog owners. \*\*there is absolutely no flash photography allowed while the photographer's sign is in place with an exhibit\*\*

2. \*If photographed\* we will supply the show giving club (1) *CD with all the winners on it in the Highest Definition as possible* and (1) *4x5 of all significant winners* (BOB, Select, Award of Merit, BOW, WD, WB, BOS, Res Dog, Res Bitch, Best Jr, HIT, Hi Comb, BIS -Sweepstakes, BOS Sweepstakes) *this is the clubs choice*. Any additional club prints can be purchased at reprint price. *For national specialties only*, we also supply the AKC gazette with a photo of Best Of Breed and High In Trial for their publication if "Requested" by the Gazette.

3. The club will supply the photographer with (1) nights lodging prior to each day of judging, at or near the show day as an all breed show that we are contracted with.

4. The club will supply a premium list and judging schedule, up to (2) catalogs, (2) chairs, (1) table and ample space deemed necessary, by the photographer, for the setup of equipment and taking of photographs. The club must notify the photographer in advance if the club does not have a platform or table for stacking the dogs on for photographs.

5. We. Reserve the right to refuse service. (There may be dogs present that are owned by exhibitors that have delinquent accounts). We also reserve the right to send an alternate representative to photograph your show in the case of scheduling conflicts or unforeseen circumstances.

6. Please provide a listing in your premium list and catalog of the official photographer and contact information.

\*\*\*\*\*

One copy must be signed by an authorized club official and returned to our office as soon as possible to allow us to organize or adjust our schedule.

PLEASE VERIFY THE NAME OF CLUB AND THE DATE(S) OF THE SHOW. THANK YOU.

**CLUB NAME:**

**DATE(S):**

CLUB OFFICIAL: \_\_\_\_\_, Show Chairperson      PHONE \_\_\_\_\_:

**Also, please provide the name and phone number of a club official that can be contacted the day prior to and/or during the show:**

Ibizan Hound Club of the United States: \_\_\_\_\_ Date:

\_\_\_\_\_

IHCUS Show Chairperson

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# “Performance” Photography Contract SAMPLE

*Ibizan Hound Club Of The United States*

**National Specialty Show**

**Location:**

**Event Date(s):**

The following Photography Proposal is made by \_\_\_\_\_ (hereafter referred to as “**Photographer**”) to the Ibizan Hound Club of the United States (hereafter referred to as “**IHCUS**”) for the \_\_\_\_\_ **IHCUS National Specialty Show**.

- 1. GENERAL.** **Photographer** will photograph performance events at the **IHCUS National Specialty Show** (hereafter referred to as “**Show**”) on \_\_\_\_\_ (Agility/Rally/Obedience), \_\_\_\_\_ (Lure Coursing) and \_\_\_\_\_ (Lure Coursing). Additional Photography may be performed as agreed upon by both parties. (Photograph the High In Trial Ibizan for the first day of agility IF in attendance)
- 2. COMMITMENT.** In addition to the daily Photography work described in paragraph 1, **Photographer** shall provide **IHCUS** with one (1) Digital Media Set of all the produced PRODUCTS (as described in paragraph 3) of the **SHOW** at no charge. Upon execution of this Agreement by **IHCUS**, **Photographer** shall be designated as the “Official Photographer of the “ \_\_\_\_\_ **IHCUS National Specialty Show**” for performance events and group photo’s at the above listed **IHCUS** events. No other “Performance” Professional Photographers shall be allowed to photograph any of the performance events.
- 3. PRODUCTS.** The PRODUCTS are defined as digital photos. Reasonable attempts will be made to photograph all entries and exhibitors at the performance events, as deemed feasible and mutually acceptable by **Photographer** and **IHCUS**. **IHCUS** shall not have any minimum purchase requirement for PRODUCTS. Any “hard” copy pictures purchased from **Photographer’s** website shall be the sole responsibility of **Photographer**. All profits from sales of “hard copy” of photos shall belong to **Photographer**. In addition, all profits from sales of photos via a Digital Media shall belong to **Photographer**.
- 4. PRICING.** Pricing for the photography of performance events will be as follows: \$100/day for the Lure Coursing Days; and \$100/day for the Agility/Rally/Obedience, for a total of \$300 as described in paragraph 1 of this Agreement. Additional Photography may be performed as agreed upon by both parties. See paragraph 5 for duplication costs and **IHCUS** marketing rights.
- 5. MARKETING RIGHTS.** All PRODUCTS released for public sale by **Photographer** will be copyrighted by **Photographer**. **IHCUS** shall be permitted to use the digital photos provided on the digital media mentioned in paragraph #2 for club purposes only (Club Newsletter, Website, etc). No pictures may be distributed outside of the club without the prior written authorization of **Photographer**.
- 6. TRAVEL COSTS / OTHER COSTS.** It is understood that **Photographer** is providing photography services for performance events and **IHCUS** will provide lunch free of charge on the days lunch is made available to attendees. **Photographer** is responsible for all travel costs and any hotel fees, if applicable.
- 7. DISCLAIMERS.** Properly formatted Producer / Subject and Exhibitor Photography Disclaimers shall be provided by **Photographer**. **IHCUS** will post an Exhibitor Photo Disclaimer in Event Catalog and/or other documents. Producer / Subject photo disclaimers will be administered by **IHCUS** in conjunction with the banquet and other events and other Subjects as determined by **Photographer** and **IHCUS**, if appropriate.
- 8. ACCESS.** Volunteer(s) will be assigned by the **IHCUS** to assist **Photographer**, if needed. Access to the grounds / parking lots, other event venues and other fee related functions will be provided free of charge to **Photographer**. A mutual checklist will be created to facilitate this requirement, if needed. **Photographer** will be allowed to set up a monitor and “sales” table at all events for which they are commissioned to take pictures at the \_\_\_\_\_ **IHCUS National Specialty Show Performance Events listed in paragraph 1**.

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**9. IHCUS PROVIDED ITEMS.** IHCUS recognizes that **Photographer** is using expensive Photography equipment. From time-to-time during the Show, **Photographer** may ask IHCUS to safeguard equipment while **Photographer** temporarily leaves the equipment in place near the “shooting” area. In addition, IHCUS will provide **Photographer** with the following:

- a. One (1) complete set of Catalogs, literature, and any other information distributed to Exhibitors, participants, and IHCUS members in connection with the Event. All information, including Catalogs, shall be provided to **Photographer** at no charge.
- b. Bottled water shall be provided to **Photographer** during the photographing at no charge.

**10. ADVERTISING.** IHCUS shall provide a one page, B/W catalog advertisement promoting the photographer and announcing the sale of the **Photographers** Performance Digital Media and hard copy photographs (the PRODUCT) on their website. **Photographer** shall be allowed to provide a “flyer” at the SHOW that promotes the PRODUCT. IHCUS shall advertise the sale of PRODUCTS in other appropriate ways to assure the successful sale of PRODUCTS to its members and the general public. **Photographer** shall:

- a. Send print ready ad for catalog to: IHCUS Catalog Chairperson – [national\\_catalog@ihcus.org](mailto:national_catalog@ihcus.org) by Friday, \_\_\_\_\_ (4 weeks prior to the show closing date)
- b. Send web ready ad to: IHCUS Webmaster – [webmaster@ihcus.org](mailto:webmaster@ihcus.org) Will be put on website when received

**11. DELIVERY DATE:** Normal delivery time of Digital Images is within 21 to 30 days of the Event close. **Photographer** will notify IHCUS when digital images are available online on the Photographers website.

IHCUS will then notify their members.

**12. MODEL RELEASE:** IHCUS grants **Photographer** the unrestricted right to copyright, use and publish digital photographs of IHCUS events for commercial, promotion, competition or other purposes without compensation or liability to IHCUS. It is the responsibility of IHCUS to advise any and/or all participants in the Event and attendees that the Event will be photographed. Consequently, all parties attending the Event will therefore be considered as having given their consent to be included in the final edited and/or commercial / promotional photos by their presence.

**13. PEMISSIONS:** It is the responsibility of the IHCUS to secure permission of appropriate agencies, lessors, or property managers/officials to photograph the Event. **Photographer** shall abide by the rules and/or guidelines of the AKC, IHCUS or other authority, regarding the camera placement during the Event.

**14. TECHNICAL RESOURCES** All technical equipment and supplies shall be determined solely by **Photographer**. The entire Photography crew will consist of one (1) member of the **Photographer** staff.

This Photography Proposal is not to be construed as a complete contract proposal. **Photographer** reserves the right to amend this Proposal, as it deems necessary and upon mutual consent, later during discussions between **Photographer** and IHCUS.

**OTHER:** This constitutes the full agreement with IHCUS and **Photographer**

Ibizan Hound Club of the United States	Photographer Name
Name, Show Chairperson	Address
Address	Phone Number
Phone Number	Email Address
<a href="mailto:show_chair@ihcus.org">show_chair@ihcus.org</a>	Website Address

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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## AKC/ASFA Lure Coursing Judging Contract – SAMPLE

<p><b>Name of Club: (IHCUS)</b></p> <p style="color: blue;">Ibizan Hound Club of the United States</p> <p>Location:</p> <p>Date(s):</p>	<p><b>Judge name</b></p> <p><b>AKC Judges number</b></p> <p><b>Address</b></p> <p><b>Phone</b></p> <p><b>Email Address</b></p>
---	--

Show Chair	Address:	Phone:	Email:
Alternate Club Contact <b>Trial Secretary</b>	Address:	Phone:	Email:
Judging Assignment			
Information Club Will Provide before show	<ul style="list-style-type: none"> <li>Copy of the premium list. (emailed when available)</li> </ul>		
Information Club will Provide 3 weeks before show	<ul style="list-style-type: none"> <li>Classes and running order</li> <li>Expected start and finish times</li> <li>Copy of confirmation when it is sent out.</li> </ul>		
Judging Fee and Expenses (reimbursed at end of show)	<ul style="list-style-type: none"> <li>If driving mileage will be reimbursed. The Club will allow a maximum of the current IRS per mile rate.</li> <li>___ Night(s) hotel bill</li> <li>Meals</li> <li>Club agrees to reimburse for out-of-pocket expenses if the club cancels the contract or the judge is unable to judge for reasons beyond her control.</li> </ul>		
<b>Emergency Contact</b>			
<b>Drink Preferences</b>	.		

Please review and send me a signed copy of this contract signifying we are in agreement. If for any reason you are unable to judge for us please notify us ASAP.

Thanking you in advance!!!!

Agreed to by:	<u>Show Sec't or Designate</u>	<u>Judge</u>
Name:		
Signature:		
Date:		

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## AKC Rally & Obedience Judging Contract – SAMPLE

<b>Name of Club:</b> (IHCUS)  Ibizan Hound Club of the United States  Location:  Date(s):	<b>Judge Name</b>  <b>AKC Judges Number</b>  <b>Address</b>  <b>Phone</b>  <b>Email Address</b>
---	---

Show Chair	Address:	Phone:	Email:
------------	----------	--------	--------

Alternate Club Contact <b>Trial Secretary</b>	Address:	Phone:	Email:
--	----------	--------	--------

Judging Assignment	<b>Ibizan Hounds Only</b>	<b>Rally Classes:</b>
		<b>Obedience Classes:</b>

Information Club Will Provide <b>5 months</b> before show	<ul style="list-style-type: none"> <li>• Drawing or description of the ring layout with the following:                             <ul style="list-style-type: none"> <li>• number of rings</li> <li>• Indoors</li> </ul> </li> <li>• Copy of the premium list. (Emailed when available)</li> </ul>
---	---

Information Club will Provide 3 weeks before show	<ul style="list-style-type: none"> <li>• Classes and running order</li> <li>• Expected start:</li> <li>• Name, address &amp; phone of Hotel will be provided.</li> <li>• Copy of confirmation when it is sent out.</li> </ul>
---	---

Judging Fee and Expenses (reimbursed at end of show)	<ul style="list-style-type: none"> <li>• If driving mileage will be reimbursed. The Club will allow a maximum of the current IRS per mile rate.</li> <li>• Meals</li> <li>• _____ Judges fee</li> <li>• Hotel for one night</li> <li>• Club agrees to reimburse for out-of-pocket expenses if the club cancels the contract or the judge is unable to judge for reasons beyond their control</li> <li>• Course Copies for Rally</li> </ul>
--	--

<b>Emergency Contact</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
--------------------------	---

<b>Preferences for drink and snacks</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
---	---

Please review and send me a signed copy of this contract signifying we are in agreement.

Agreed to by:	<u>Show Secretary</u>	<u>Judge</u>
Name:	_____	_____
Signature:	_____	_____
Date:	_____	_____

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## Sample of Lure Coursing Equipment Rental

### EQUIPMENT LEASE AND HOLD HARMLESS AGREEMENT

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_  
(LESSOR) AND THCUS (LESSEE).

LESSOR agrees to lease to LESSEE its lure coursing equipment on \_\_\_\_\_ for LESSEE's use at \_\_\_\_\_

In consideration of leasing of the lure coursing equipment, LESSEE agrees to pay LESSOR the sum of ONE HUNDRED DOLLARS (\$100.00) or a sum equivalent to FIVE DOLLARS (\$5.00) per entry into LESSEE's event(s) in \_\_\_\_\_ on said date, whichever sum is greater.

LESSOR agrees to supply the rented equipment to the field at \_\_\_\_\_ on said date. LESSOR is further allowed to supervise the use of said equipment as well.

The parties understand that use of lure coursing equipment has inherent dangers to it, and may pose risk of injury to persons or dogs using the equipment. LESSEE knowingly assumes such risks. The parties further understand that LESSOR makes no warranties or guaranties concerning the leased equipment, and specifically makes no warranties of the equipment's fitness for a particular purpose. LESSEE agrees to hold LESSOR harmless and indemnify LESSOR for any injury or damage claims made against LESSOR as a result of use of the leased equipment, including paying LESSOR's attorneys' fees and costs in defending such claims.

\_\_\_\_\_  
for LESSOR \_\_\_\_\_  
Name \_\_\_\_\_

X \_\_\_\_\_  
for LESSEE:  
Name \_\_\_\_\_

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### National Specialty Hotel Contract -- SAMPLE

<b>Hotel Name</b>	Hotel Address
-------------------	---------------

<p style="text-align: center;"><u>CLIENT INFORMATION</u></p> <p>GROUP: IHCUS Ibizan Hound Club</p> <p>CONTACT:</p> <p>ADDRESS:</p> <p>PHONE:</p> <p>EMAIL:</p>	<p style="text-align: center;"><u>RESERVATION INFORMATION</u></p> <p>DATE OF CONTRACT:</p> <p>ROOMING LIST DUE:</p> <p>CUT OFF DATE:</p> <p>ROOMS NOT RESERVED BY CUT OFF DATE WILL BE RELEASED</p> <p>SALES MANAGER:</p> <p>BLOCK NAME:</p>
--	--

ROOM BLOCK							
DAY	Sunday	Monday	Tuesday	Wednesday thru Friday	Saturday	Sunday	Monday
DATE							
ROOMS	5 (RoH)	10 (RoH)	18 (RoH)	20 (RoH)	14 (RoH)	3 (RoH)	1 (ROH)

RATES	
<p>RATE FOR ONE TO FOUR PERSONS: \$99.00 + tax</p> <p style="text-align: center; font-size: small;">ABOVE RATE REFLECTS STANDARD ROOM WITH 2 QUEEN BEDS, NON-POOLSIDE</p>	<p>POOLSIDE UPGRADE: \$99.00 + tax</p> <p>FAMILY ROOM: \$159.00 + tax</p> <p>OTHER:</p>

COMPLIMENTARY ROOMS:	TAX EXEMPT:
----------------------	-------------

Method of Arrival: Individuals  
 Time of Arrival: after 4pm  
 Pre Register? No      Pre Key? No  
 Departure Time: by 11am

Special Request/Notes: All dog show guidelines apply. \$35.00 one time non-refundable dog fee applies. Maximum of 4 dogs per room. Approximately one month prior all guest with this group will be required to pay a \$100.00 deposit that goes towards the balance of their stay; if they shall cancel less then 2 weeks prior to their arrival this deposit is non-refundable.

Events: Wed. 9/10 Welcome Reception. Thurs. 9/11 Meeting 30 ppl. Fri. 9/12 Annual Banquet 75 ppl. Sat. 9/13 Breeders Education 25 ppl.  
 Show is at: Purina

DIRECT BILL:       MASTER BILL:       INDIVIDUALS PAY OWN:  x

<b>CHECK IN TIME: 4:00PM</b>	<b>CHECK OUT TIME: 11:00AM</b>
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<p style="text-align: center;"><u>DEPOSIT SCHEDULE</u></p> <table style="width:100%; border-collapse: collapse;"> <tr> <th style="width:15%;"></th> <th style="width:20%; text-align: center;">AMOUNT</th> <th style="width:20%; text-align: center;">DUE</th> <th style="width:20%; text-align: center;">RECEIVED</th> </tr> <tr> <td>INITIAL</td> <td style="text-align: center;">\$500.00</td> <td></td> <td></td> </tr> <tr> <td>2<sup>ND</sup></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3<sup>RD</sup></td> <td></td> <td></td> <td></td> </tr> <tr> <td>NOTES:</td> <td></td> <td></td> <td></td> </tr> </table>		AMOUNT	DUE	RECEIVED	INITIAL	\$500.00			2 <sup>ND</sup>				3 <sup>RD</sup>				NOTES:				<p style="text-align: center;"><u>BILLING INSTRUCTIONS</u></p> <p>PAY METHOD: Credit Card or Check</p> <p>CARD NUMBER:</p> <p>CARD HOLDER:</p> <p>NOTES: If using credit card; please complete authorization form and return.</p>
	AMOUNT	DUE	RECEIVED																		
INITIAL	\$500.00																				
2 <sup>ND</sup>																					
3 <sup>RD</sup>																					
NOTES:																					

**PLEASE SIGN ON THE REVERSE SIDE**



## Contract Terms and Conditions

1. Each catering event will require a minimum guarantee for final number of guests attending one week in advance. This given number will be considered the final count for service and will be used for billing in the event that the actual attendance is lower. The catering manager and chef must give their approval before any increase in this number will be set up or served. If the increase should be accepted, the menu selection will be at the chef's discretion for the additional meals served. If no guarantee is received, the Hotel will prepare and charge for the number of persons estimated from the catering contract.
2. All catering events are subject to gratuity charges and sales taxes.
3. Split entrée banquets are available at a \$1.50 per person extra charge.
4. Any items, decorations, or signs must be approved by hotel management prior to being displayed.
5. Final menu selections must be submitted 2 weeks prior the event to insure the availability of the desired menu items.
6. No food or beverage of any kind will be permitted to be brought into the meeting or banquet rooms by the client and/or their guests. The Hotel reserves the right to charge for the service if such food and beverages are brought into the Hotel in violation of this policy.
7. The Hotel cannot be responsible for any damage or loss to any article left in the Hotel or storage areas or for any damage to their property caused by any guest of the client. If there are valuable items that need to be left in the banquet room or surrounding areas, we can provide security service at the client's expense.
8. The Hotel must be notified of shipping arrangements in advance for any items that will be delivered to the Hotel for the event.
9. The client is responsible and shall reimburse the Hotel for any damage, loss, or liability incurred to the Hotel by any of the client's guests or organizations contracted by the client to provide any services or goods before, during, and after the event.
10. The client is responsible for charges for additional food and/or beverages ordered, or other additional services requested.
11. A deposit is required for all catering functions if credit arrangements have not been made. If the event is a wedding, a non-refundable deposit is required no less than 1 year prior to the date of the wedding at the amount and due date stated on the contract; additional deposits will be required according to the contracted schedule.
12. If a non-wedding event is cancelled within 10 business days of the event, a cancellation charge of 50% of the projected bill will be due. Deposits for overnight rooming contracts are non-refundable once received by the Hotel. Cancellations must be in writing and signed by the client.
13. A credit application, if requested, must be received by the Hotel's accounting department at least 3 weeks prior to the event. If credit has been established, full payment is due within 30 days of the event date.
14. An 18% annual interest charge is compounded monthly (1.5%) on all applicable balances on the 31<sup>st</sup> day after invoice. Should this amount be referred for collection, client agrees to pay all attorney's fees, court costs, and collection expenses arising as a result of customer's failure to pay all balances due.

I have read the catering contract and the above terms and conditions. I accept all of its terms. This booking will remain tentative, subject to cancellation by the Hotel until the client and Hotel sales manager sign this contract.

_____	_____	_____	_____
Client/Contact	Date	Sales Manager	Date
Contract date _____			

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# AKC Agility Application – SAMPLE



AMERICAN  
KENNEL CLUB®

Application and Judges Panel for  
AKC® Licensed or Member Agility Trial  
or AKC® Sanctioned A or B Match

This application must be received by the American Kennel Club with the appropriate fees at least 18 weeks prior to the closing date of the Trial for the club to be in compliance with Chapter 1, Section 5 of the Regulations for Agility Trials. Applications for a Sanctioned Match must be filed with the American Kennel Club at least six weeks prior to the closing date of the Match. Please complete all three pages of the application.

A separate application is required for each Trial or Match date. Money penalties may be imposed or application may be rejected for noncompliance. Incomplete applications will not be approved. A Disaster and Emergency Plan must accompany this application. This event application and judges panel may be submitted using the AKC Online System at [www.akc.org](http://www.akc.org) or send completed application with appropriate fee to: American Kennel Club, Event Operations, PO Box 90051, Raleigh, NC 27675-9051

## SECTION 1. CLUB INFORMATION

EVENT NUMBER (if known) \_\_\_\_\_ NAME OF CLUB Ibizan Hound Club of the U.S. EVENT DATE \_\_\_\_\_

NAME OF THE EVENT FACILITY \_\_\_\_\_

EXACT ADDRESS OF THE EVENT FACILITY \_\_\_\_\_  
(Include Street Address, City, State and Zip Code)

Is this location in your Club's Territory?  Yes  No (if no, attach a consent letter from the club owning the territory.)

Special Attraction:  Yes  No (if yes, include detailed explanation and a completed form.) Subject to AKC approval.

## SECTION 2. TYPE OF EVENT (choose one)

(Circle One)

**AKC Sanctioned "A" or "B" Match:** \$15.00 Application Fee. (Please indicate if A or B Match. Sanctioned A Match held to qualify for approval to hold licensed events.) Dogs qualifying at sanctioned events receive no credit toward titles. Recording fees are not required.

**AKC Licensed or Member Club Event:** \$100.00 for each event (held by a club that is a Member of the AKC or a club Licensed by the AKC to hold agility trials). If this is a corresponding event from the previous year, that had 30 entries or less, there is no application fee. Dogs qualifying at licensed and member club events receive credits toward titles.  
Use separate applications for each event. No refund of fees for cancelled events once application is processed.

## SECTION 3. INDICATE THE METHOD OF ENTRY (choose one) An \* identifies a required field in this section.

Is the club offering online entries?  Yes  No if yes, provide the name of the service provider: IHCUS

Mark time zone where entries will be received:  Atlantic  Eastern  Central  Mountain  Pacific

If offering online entries, designate the number of the total entry limit to be fulfilled by paper entries # \_\_\_\_\_ & online entries # \_\_\_\_\_

If using the AKC Online Entry Services, the club has read and accepts the terms and conditions [[www.akc.org/events](http://www.akc.org/events)] pertaining to this service.

### A) LIMITED TRIAL

TOTAL NUMBER OF RUNS AT THIS EVENT\* 275

**First Received:** Opening Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM  
Closing Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM

**Random Draw:** Opening Period, Start Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM  
Opening Period, Finish Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM  
Random Draw Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM  
Closing Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM

Random Draw Location\* (must provide complete address, city, state, zip code) \_\_\_\_\_

### B) UNLIMITED TRIAL

Opening Date\* and Time\* \_\_\_\_\_ Closing Date\* and Time\* \_\_\_\_\_

Please Continue on Back and Complete All 3 Pages of Application

Name of Club: Ibizan Hound Club of the U.S. Event Date: \_\_\_\_\_

**SECTION 4. ADDITIONAL EVENT INFORMATION** (Complete all questions to avoid a delay in event approval.)

Open to all breeds?  YES  NO Open to Single Breed or Group?  YES  NO If yes, please indicate the breed or Group \_\_\_\_\_

Check here if All American Dogs (Mixed Breeds) are not allowed to enter this event.  NOT ALLOWED

Event will be held:  INDOORS  OUTDOORS (under cover?  Yes  No)  BOTH

Dimensions for course area(s) 100 x 100 # of Rings 1

**SECTION 5. ENTRY FEES PER DOG** (List all that are applicable.)

1st Entry Fee \$ 25.00 2nd Entry Fee \$ 23.00 3rd Entry Fee \$ 23.00 4th Entry Fee \$ \_\_\_\_\_ 5th Entry Fee \$ \_\_\_\_\_

CLUB OFFICERS			
Club Officer	Name and Complete Mailing Address	Daytime Phone #	Evening Phone #
President			
Vice President			
Secretary			
Treasurer			
Event Role	Name and Complete Mailing Address	Daytime Phone #	Evening Phone #
Event Secretary	Provide address where entries should be sent.		X
Event Chairman (Must be a Club Member)			

If a club website is used, give address: http://www.ihcus.org

**Section 6. Club officer authorization to apply to hold this event.**

\_\_\_\_\_  
Club Officer Signature      President      Club Officer Title      Date

Name of Club: Ibizan Hound Club of the U.S. Event Date: \_\_\_\_\_

**Section 7. JUDGE PANEL** List All Classes Offered, Judge's Name, Judge's Number, City, State. For any further division of classes (splitting Regular and Preferred, splitting A and B, dividing classes into jump heights, etc.) please contact your AKC Event Operations representative directly or email [EventPlans@akc.org](mailto:EventPlans@akc.org).

STANDARD (Regular & Preferred)		JUMPERS WITH WEAVES (Regular & Preferred)	
CLASS	Judge's Name and Judge's Number City, State	CLASS	Judge's Name and Judge's Number City, State
NOVICE A & B (Regular) NOVICE (Preferred)		NOVICE A & B (Regular) NOVICE (Preferred)	
OPEN (Regular & Preferred)		OPEN (Regular & Preferred)	
EXCELLENT & MASTER (Regular & Preferred)		EXCELLENT & MASTER (Regular & Preferred)	

**CLUBS MAY OFFER THE FOLLOWING OPTIONAL CLASSES**

NOTE: If not offering the FAST, Time 2 Beat, and/or ISC classes, please mark the application as "Not Offered" so that AKC knows it is not being offered.

FIFTEEN AND SEND TIME (FAST) CLASS (Tiling Class)		TIME 2 BEAT CLASS (T2B) (Tiling Class)	
FAST CLASSES	Judge's Name and Judge's Number City, State	CLASS	Judge's Name and Judge's Number City, State
NOVICE A & B (Regular) NOVICE (Preferred)		TIME 2 BEAT 4" (Preferred)	
OPEN (Regular & Preferred)		TIME 2 BEAT 8" (Regular & Preferred)	
EXCELLENT & MASTER (Regular & Preferred)		TIME 2 BEAT 12" (Regular & Preferred)	
INTERNATIONAL SWEEPSTAKES CLASS (ISC) (Non-Regular Class)		TIME 2 BEAT 16" (Regular & Preferred)	
ISC STANDARD		TIME 2 BEAT 20" (Regular & Preferred)	
ISC JUMPERS WITH WEAVES		TIME 2 BEAT 24" & 26" (Regular)	

**Section 8. Judge Panel Submission**

\_\_\_\_\_  
Submitted by (Please Print)      Board Member      Club Position \*      Date

\* If not Event Chairman, please indicate Event Chairman's name, address, telephone number, and email address below.

\_\_\_\_\_  
Trial Chairman's Name      Address      Telephone / Email Address

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