

## ITCC Show Chair Responsibilities

Oversee all Committees and follow up to be sure each task is accomplished:

### Hotel and Banquet

- July mtg. approval of hotel and banquet site and any deposits needed
- July - reserve 20 (+-) and establish group rate with hotel mgmt
- Set up date and time of Banquet, deposit if necessary and get menu or options for approval at general meeting determine fee to be charged
- Reconfirm at least twice with the Hotel and Banquet facility
- If consensus is in favor, reserve each facility for the following year's show weekend with details to be worked out in the future

### Hospitality

- Hand in glove with Hotel - hopefully at that site
- Work within budget established at Feb. mtg if possible
- Determine what is expected hors d'oeuvres or full meal
  - Based on menu, determine budget at a general meeting
- Reconfirm room arrangements at least twice with facility

### Premium list

- Show Application
- Judge Application
- Parent Club permission
- AKC check
- 3 copies premium list with ITCC Logo and 2 sets of labels with Breed initials to GLATC Show chair

### Trophies

- Information to newsletter for donations
- Confirm amount available
- Buy prizes, BOB, BoS, BW, WD, WB, RWD, RWB (usually the same)
- Value of prizes should be most for BOB to lowest for RWs
- Do not buy Class prizes until you know how many in each class (week before show)
- Use general category such as glassware or silver, etc. to put in Premium list.
- Also custody and responsibility for challenge trophies, ITCC tablecloth, Ring standards
- Supply gratitude gift for the judges

### Advertising

- Catalog information to membership for placing ads in catalog, ads and fees to Adv. chair
- Cost set by GLATA in January
- Donors page at \$3.00 per name
- Forward checks to Treasurer
- Return photos to advertisers at show time

### Transportation

- Make sure Judge has accommodations and a way to get to them on arrival
- If judge needs transport from the show to his/her room, arrange

Arrange for transport to and from the Banquet  
Confirm that judge has transport to his departure destination

#### Publicity

Send announcement for the ITCC newsletter to appear in the Winter and May issues  
Send announcement for the ITCA newsletter to appear in the Winter and Spring issues

#### Hotel Booklet

To contain Hotel rules for dogs  
To contain Show dates, Superintendents, Judges, Rings and Judging times  
To have directions from the headquarters hotel to the showgrounds  
To have directions to Banquet location  
To have specific information about both Hospitality and the Banquet  
Any other incidentals such as nearby restaurants or shopping.....

#### Dinner table favors

Generally something inexpensive but ITCC "labeled." Under \$5.00

##### Examples:

Pen and notepaper  
Keychain  
Snow Globe  
Address book  
Refrigerator magnet  
Dog treats

#### Ways and Means

Check to see if assistance is needed, budget is set, etc.