

Events Check List

Submit "Bid/Proposal" & contract or Club Trial Paperwork to USMRA

Judge -

Decoys -

Date/s - Location-

JUDGE

Confirm date/s

Plane/travel res. - Flights/Dates/Confirmation # -

Hotel/lodging -

Call/email judge to confirm before event & arrange transport if needed -

Transport to hotel, field, food etc., -

DECOYS

Confirm date/s-

Plane/travel res. - Flights/Dates/Confirmation # -

Hotel/lodging -

Call/email decoys to confirm before event & arrange transport if needed -

Assign person for transport to hotel, field, food, & problem solving etc., -

VENUE

Location confirmed w/ reg field & parking, water, restrooms, etc.

Field fenced and trial items planned and brought to field day before trial

Helpers to assist judge w/ trial set up day before or day of trial -

VIP/guest parking, "break-spot", warm up area, etc. locations clearly marked day before trial

Sport Drinks and Snacks for Decoys

Beverages and Snacks for players/guests

LODGING

Arrange hotel/lodging for Judge/Decoy & "block" of rooms for players -

Assign person to make sure hotel potty area has accessible bags & field/food info/directions/maps for players/guests -

Publish "host hotel" info asap and other local hotels info

JUDGE'S DINNER / MEETING SPACE

Arrange Saturday Nite "Judge's Dinner" & "Meeting Space" -

Publish Dinner/Meeting Location, directions, & cost

Take reservations and confirm with restaurant before event

REVENUE SOURCES

- Trial entries – publish event & entry deadlines – on-line registration & payment if possible
- Trophy Sponsors – publish available trophy sponsor slots, contact past sponsors, & post sponsors on website & in catalogue
- Vendors - % or fixed price -
- Catalogue paid ads/sponsors & purchase price
- T-Shirts Person to coordinate with publicity & get t-shirts -
- Raffle – Solicit & Collect Donations Person -
- Raffle Sales Person/s -Event” website -
- “Event” logo – coordinate with “T-Shirt” person
- News release to local newspapers, television, internet, local clubs, etc
- Provide event program and/or Mondioring information

OTHER JOBS

- Deputy Judge -
- Judge's Secretary -
- Table Secretary -
- Field Helpers -
- Chien en Blanc Handler/s & Dog/s -

EVENT

- Check -in
- Player Order Draw
- Chien en Blanc/Walk through
- Teams on field & “on – deck”
- Scoresheets tabulated and posted
- Breaks & next starting time announced
- Raffle awards throughout day and/OR after players/ before awards
- Scorebooks & Decoys books filled out and signed
- Awards, speeches, “VIP” gifts, thank you's & so on

AFTER EVENT

- Tourist outing w/ Judge/Decoys if possible
- Bring Judge/Decoys to airport
- Post “un-official” results and short trial summary, and public “thank-yous”
- Check-in on return, and “thank you's” to VIP's
- Complete and send in USMRA trial summary paperwork
- Thank-you's note or complimentary catalogue to sponsors, advertisers,
- Post photos if available