



AKITA CLUB OF AMERICA

SHOW COMMITTEE

POSITION OUTLINES

JUDGE'S HOSPITALITY

GENERAL INFORMATION

Judges Hospitality is responsible for making all arrangements with all the judges, help them with any problems that come up or answer questions they might have, and to make them feel welcome while they are at our show. This includes agility, obedience, rally, all sweepstakes and non-regular classes, junior showmanship, and regular conformation classes. The person in this position **CANNOT** show a dog at this show nor can anything owned or co-owned by them be shown

Contracts with the judges are not the concern of this committee except with regard to the number of nights the person is staying and how many the club will pay for. Agility and obedience judges often do not stay overnight

The show chair will supply the chair of this committee with the names, addresses, and contact information for each judge along with the day that they are judging and any information in that regard. The Judge's Hospitality chair will contact each judge in writing about the time the flyer package goes out (late April/early May) and will enclose a copy of the flyer package as well and a reference to the club website if our judging panel are not members of the Club

Sample letter & questionnaire is attached. Enclose a self-addressed, stamped envelope for this to be returned

A month before the room reservation deadline, if you haven't received anything back, telephone or send a email reminding the judge that you've not received this and the deadline for room reservations is approaching. As soon as you do receive any information from a judge, you need to pass the room information along to the site coordinator and the show chair

Sample of Reminder Letter is attached

A month before the show date, if you have still not received information back, you will have to call the judge and get this information

Judge's Gifts

- ❖ You will also be responsible for the judge's gifts. Each judge receives one, and it should be somewhat the same for each. The spending limit on these is \$40/judge, and if you can get something for less that is great. This can be something practical, like a carryall, travel alarm, or something decorative like a box with the judge's original breed painted on. Remember that these people are flying, so your choice should be something that is easily packed in a carry-on or in a sack, probably shouldn't be easily breakable. It's a memento.
- ❖ Also include for each judge a logo pin and any medallion if one is given

Judging Day

- ❖ Try to keep the judge's out of the flow of exhibitors
- ❖ Check with the judges the day before about their plans for the morning they judge. If they're alone, you should invite them to breakfast at least an hour and a half before judging starts. On days when there are multiple judges, people may have to fend for themselves and some judges like to have continental breakfasts in their room
- ❖ Arrange with the Site Coordinator to have whatever beverages they've specified available at the ring
- ❖ The Judge will be taken to lunch on the day of judging – good idea to have the Site Coordinator arrange with the hotel to pre-order lunches (The Show Chair will set up the lunch schedule)

Only the show chair, treasurer, and site coordinator can sign for the club, so make sure that the check for the guests is authorized ahead of time. We do NOT pay for alcohol for anyone during lunch. NO EXCEPTIONS

You don't have to do everything yourself, you can delegate entertainment duties to other people who are not showing, but if that's not possible, you will also be on tap for making sure judges have company at dinner if they would like it. Some judges make their own arrangements, and some want to enjoy room service and be by themselves. This is something you'll have to play by ear

NOTE:

- ❖ The contract arrangements are somewhat flexible, and a lot will depend on the location of the show and the judges. People flying cross-country from west to east have a problem since the flight is very long and the time change causes a 3 hour time change added on to the flight time. They will usually come in two nights before the show rather than getting in at 11 at night and getting up at what is for them 5 in the morning and judging
- ❖ We should check with the judge for Thursday and Friday about their airline fees because sometimes it's much cheaper for us to pay for them to stay over Saturday and leave on Sunday than it is for us to pay an airfare without a Saturday night stay over. Some judges won't do this anyway because of other scheduling but some will accommodate us. If someone brings this up, you should discuss it with the show chair, treasurer, and site coordinator (she'll have to find the extra room time) and the first two will have to authorize the deviation from the contract

Sample Letter

Dear **XX**,

The Akita Club of America is looking forward to the National Specialty. As chair of the Judge's Hospitality, I'd like to take this opportunity to welcome you to our judging staff and provide you with advance information about the show and the arrangements for our judges.

You will be staying at the **xxxx**. Before (deadline for room reservations out of the ACA block), we will need to know your schedule so that we can make your reservations. As stated in your contract, the ACA will pay for xx (check) nights at the hotel. The area has many vacation attractions, and if you'd like to enjoy some of them, you're certainly welcome to stay longer, but you will be responsible for charges incurred on those days.

The **XXX** airport is **(time)** from the show grounds. Someone from our committee will be picking you up from the airport or the hotel has a shuttle from the airport...**complete these instructions**.

Enclosed you will find our show flyer which contains the planned schedule and extra events surrounding our specialty. You can check our website for updates at <http://www.akitaclub.org>. It will also have information about the site and tourist attractions in the area.

We will be contacting you later with confirmation of your arrangements and additional contact information. If you have any questions before then or if we can be of any help to you, please contact me at: **phone, email or contact our show chair: phone, email**.

Sincerely,

Name

Sample Questionnaire

Put judges name address, etc.

Will you be driving to the national? Approximate arrival time: _____ Departure time: _____

If you are flying? Originating city _____ Airline _____

Flight number _____ Arrival Time _____

Departure—Flight number _____ Departure time _____

Room—single or double ----- **Put what's available....like queen size or double beds**

Smoking non smoking

If you are staying elsewhere, how can we contact you?

Ringside refreshments. Would you like coffee---- hot tea---- soft drink—type?

Do you have any dietary restrictions or needs?

Your cell phone number _____

You are invited to attend the ACA banquet as our guest on Saturday night. Are you planning to attend? Yes No

Reminder Letter or Email

Dear xxx,

The Akita Club of America national Specialty is right around the corner, and we're making the final arrangements. We have confirmed your stay at the HOTEL NAME for NIGHTS, in a ROOM SIZE & SMOKING STATUS.

When you arrive at the airport (I will meet you at xxxx—how will they know you??? Or please call the hotel shuttle from the bank of phones located in baggage claim, something like this...check with hotel to find out).

If you have any problems or need to contact us at the show:

Show Chair cell phone

Your cell phone

Your home phone number & email

Hotel phone number

(make two copies of this and enclose it for them to leave a copy at home)

We look forward to seeing you soon.

Sincerely