

## Sample Timeline Calendar For Specialty in October

The example below reflects the absolute final dates these things can be done

### January 2006

- ❖ Get information for Show Superintendent from Treasurer or Corresponding Secretary
- ❖ Get copies of Judges Contracts from Corresponding Secretary
- ❖ Download Specialty Applications from the AKC website
- ❖ Start filling out AKC applications
- ❖ Assemble the show team – committee chairs

### February 2006

- ❖ Trophy Chair to start scouting for trophies and getting quotes

### March 2006

- ❖ Start initial work on the premium list
- ❖ Check with the ACA Board for any changes to Sweepstakes, Futurity, Maturity etc
- ❖ Final decision on trophies
- ❖ Obedience/Rally chair to make decision for Judge
- ❖ Agility Chair to arrange Judge, Equipment rental etc

### April 2006

- ❖ Start working on flyers
- ❖ Post trophies to the website and start taking trophy donations
- ❖ Send applications to AKC – **MUST** be applied for at least 24 weeks before Specialty dates
- ❖ Show Chair update for the newsletter – include general info and trophy donations

### May 2006

- ❖ Close initial trophy donations for premium list (end of May, beginning of June depending on when the Show Super needs the premium list back)
- ❖ Send premium list to the Show Super
- ❖ Reminder for newsletter to include form for new logo design for the following year
- ❖ Show Chair update for the newsletter – include trophy donations, committee updates, look for volunteers to help the committees

### June 2006

- ❖ Send flyers to printer – **MUST** be mailed 4 months before the opening day of the Specialty
- ❖ Top 20 invitations **MUST** be mailed 4 months before the opening day of the Specialty
- ❖ Show Chair update for the newsletter – include trophy donations, Ways & Means pre-orders

### July 2006

- ❖ Peruse initial draft of premium list from the Show Superintendent – check for missing information, typos etc
- ❖ Catalog Ads close
- ❖ Final trophy donations close for the catalog
- ❖ Show Chair update for the newsletter – reminders for catalog ads, pre-orders, trophy donations close for inclusion in the catalog

### August 2006

- ❖ Show Chair update for the newsletter – start reminders regarding closing dates, limited facilities available (grooming), auction donations

September 2006
❖ Show Chair update for the newsletter – final reminder regarding closing, auction donations
October 2006
❖ Specialty
November 2006
❖ Get Super quotes for the following year
❖ Show Chair update for newsletter – thank you to committee chairs, congratulate winners
December 2006