

## TRANSPORTATION & EVENT PARKING CHAIR

Responsible for the identification of airport(s), airlines, and ground transportation services for the show site, developing driving directions and the local area map, and communication of information to Specialty attendees. Oversees the management of event parking at the site of the dog show.

### Qualifications

- Good organizational skills
- Familiar with parking requirements at dog shows.
- Ability to apply the following basic management skills: (e.g. making decisions, being resourceful and solving problems quickly and efficiently, dealing effectively with people)

### Time Commitment

This is at least a six month assignment, with a busy period occurring at the beginning determining transportation information for the planning booklet and website; and from about one month out and during set-up/tear-down days of the Specialty. If reserved parking is needed or considered, planning and implementation should begin one year out.

### Time Line

#### *Upon Accepting the Assignment*

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance and Transportation and Event Parking, noting all details of position description, relevant deadlines and BMDCA policies (bold and underlined text).
- Advise Grounds Chair of budgetary requirements (i.e. cones, caution tape, “No Parking,” “Reserved Parking” and other signage materials, etc.)
- Plan on attending preceding year’s specialty if possible to learn from current Chair and make contacts for your event. If unable to attend, contact past Chair to gain knowledge of what worked well, what didn’t, etc.

#### *At Least One Year Out*

- Visit site to survey, measure and map out parking area.
- Lay out comprehensive plan for parking of vehicles considering traffic flow, fire lanes, handicap access and parking to determine how many spaces you have to offer.
- Determine daily fee schedule (if required).
- Arrange times and dates of anticipated need with owners of parking area.

#### *At Least Six Months out*

- Identify transportation information (i.e. airports, airlines, ground transportation services, driving directions and local area map)
- Submit information to the planning booklet, premium list and Website Chair by prescribed deadlines.
- Review site/hotel contracts to determine on-site parking capabilities and rules. Begin development of parking plan, signage and equipment requirements.
- Notify car rental agencies of upcoming event so they can stock appropriate size vehicles to meet the needs of exhibitors transporting large dogs.

#### *At Least Three Months out*

- Evaluate all aspects of site and finalize parking plan
- Begin recruiting experienced volunteers to manage parking operations.
- Arrange for personal protection equipment for volunteers (vests, radios, etc.).
- Arrange for adequate trash receptacles and frequent trash pick-up service in all parking areas.

***At Least One Month out***

- Work with Grounds Chair to prepare a detailed site map showing all rings, grooming and parking areas (including handicapped). Submit to Show Superintendent and Welcome Bag Chair.
- Create/purchase signage and authorized equipment such as cones, caution tape, chalk, etc. to rope off, mark spaces, etc.
- Confirm volunteers (especially important for set-up and move-in/out).
- Reserved Parking: mail parking permits.

***Week of the Specialty***

- Clearly mark reserved spaces, unloading/loading areas in advance of arrivals.
- Post adequate signage
- Oversee day of show parking and unloading/loading zones.
- Reserved Parking: Lay out lot, brief volunteers on work schedules and operating procedures.
  - Reserved parking often covers large areas with long hours on one's feet, plan accordingly.

***Beginning of Event***

- Control entry and flow of traffic into reserved parking, check permits.
- Set up and control flow through time limits at unloading zones.

***Post Specialty***

- Clean up area and inspect with Show Staff.

***Within Two Weeks of the Specialty***

Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

**NOTES**