

JUDGES' HOSPITALITY CHAIR

Responsible for coordinating all details to provide for the needs of the judges during the week of the Specialty, including but not limited to, airport and show site transfers, lodging, daily lunches for all judges and ring stewards, daily ring hospitality, welcome and thank you gifts, parking and payment of fees and expense reimbursement. May accompany judges at meals/excursions if requested. May recruit additional members to assist with responsibilities. **Unable to enter competitive/titling events at the Specialty due to direct contact with judges.**

Qualifications

- Outgoing, friendly and reliable.
- Highly organized individual with good communication and follow-up skills;
- Experience in arranging travel and/or catered functions helpful, but not required.
- Ability to apply the following basic management skills: (e.g. good planning skills, ability to anticipating needs, being resourceful, solving problems quickly and efficiently, communicating well, and dealing effectively with people).

Time Commitment

This is approximately a one-year assignment, with light periods of work at one year out to make initial contact, coordinate lodging and develop budget. Moderate activity at one month out to finalize all hospitality arrangements and purchase gifts and supplies. High level of activity during the week of the Specialty to coordinate hospitality and provide for the needs of judges.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, Judges section of Chapters 21-26, and Judges' Hospitality, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Obtain copies of signed contracts from the Show Chair and familiarize self with the terms and conditions.
- Work with the Show Chair to develop the preliminary budget.

At Least One Year Out

- Plan on attending current 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.
- Send an introductory letter/e-mail to each judge to inquire about the judge's lodging preferences.
- Coordinate hotel reservations for all judges with the Hotel Liaison. Visit/ensure someone on the Show Committee visits/inspects the hotel for conformation judges before making reservations.
- Begin gathering local maps and brochures of local attractions to include in welcome packet.

At Least Six Months Out

- Arrange a daily buffet lunch for all judges and ring stewards that work on each particular day. Ensure Banquet Event Orders (BEOs) are filed with the hotel/site catering manager.
- Develop plans for ring hospitality and welcome/thank you gifts, soliciting Show Committee for coolers/baskets as necessary.

- Finalize budget and advise Show Chair of anticipated expenses.
- Order judges thank you gifts.

Approximately Six Weeks Out

- Customize the Judge's Information Sheet and send to each judge with a copy of the respective premium list as soon as premium lists become available.
- Arrange for airport transfers immediately upon receipt of the judges' travel agendas.
- Notify Show Chair and Specialty Treasurer of actual airfares or other travel plans that may impact budget (e.g. staying an extra night, leaving a day early, etc.). Make any necessary adjustments to plans for welcome gifts/ring hospitality.
- Reconfirm/update lodging reservations with Hotel Liaison.

Approximately Four Weeks Out

- Gather general information to send to judge upon close of entries
- Evaluate the demands of the position and recruit eligible volunteers to assist with airport pick-ups, and entertainment as necessary.

Three Weeks before the Specialty (following close of entries)

- Send outline of arrangements and other general information to each judge upon close of entries with the Judging Program.

Week before the Specialty

- Purchase items for daily ring hospitality and welcome gifts.
- Contact Event Chairs to determine final counts of stewards, etc. for the daily lunch buffet.
- Provide schedule of when judges fees are due to the Specialty Treasurer. Send reminder to judges to have expenses/receipts in order to receive prompt reimbursement.

Week of the Specialty

- Meet catering manager to confirm location and final counts for daily lunch buffet.
- Survey show site to confirm location of reserved parking and the presence of appropriate signage to clearly mark spaces.
- Reconfirm airport pick-ups with volunteers and/or respective hotel staff.
- Prepare welcome gifts and coordinate delivery with front desk staff
- Oversee daily hospitality operations:
 - Transfers to/from the show site.
 - Ensure ring hospitality is prepared, delivered, refreshed during the day and coolers pick-up at the conclusion of each day's judging.
 - Arrange for excursions/dining companions if desired.
 - Provide transportation to/from lunch if necessary.
 - Arrange for the Show Chair or Event Chair to present the judge's gift with payment of any fees due at the conclusion of judging assignment. (Gift can be presented at the Judges' Dinner if that judge will be in attendance.)

Within Two Weeks of the Specialty

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

Key Statistics for Historical Data:

1. List of judges and assignments