

TROPHY CHAIR

Responsible for overseeing all aspects of the Trophy Committee, including the budgeting and purchasing of all the awards, rosettes, ribbon badges and ring favors; soliciting and collecting donations to defray the expense of the awards; and labeling and displaying the awards throughout the week of the Specialty.

Qualifications

- Good planning and organizational skills. Strong PC Skills helpful, but not required.
- Ability to supervise people and delegate tasks.
- Familiar with AKC rules regarding ribbons and awards at dog shows.
- Ability to apply the following basic management skills: (e.g. making decisions, selecting team of qualified people to perform various tasks, recruiting and scheduling workers, being resourceful and solving problems quickly and efficiently, dealing effectively with people).

Time Commitment

This is at least a two year assignment, with moderately busy periods occurring at the beginning during trophy vendor selection and preparation of budget, at one year out to ensure sponsors are solicited and donations collected, and at about one month out to finalize ring favor ideas and ensure trophy orders are complete. High volume of activity for the few weeks prior to the Specialty and on set-up day. Moderate level of responsibility daily during the Specialty.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, and Trophies, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Begin recruiting committee members as desired and assign clear duties as performed by the Trophy committee.
- Develop an overall plan and theme (if desired) for the awards.

At Least Two Years before the Specialty

- Begin requesting quotes from vendors for trophies, favors and rosettes.
- Work with the Show Chair to prepare preliminary budget and sponsorship fees. Confirm the presence of lockable storage at the show site for trophies, etc.

At Least 18 Months before the Specialty

- Finalize selection of trophy vendors and submit quotes from preferred vendors to Show Chair for approval.

~One Year before the Specialty

- 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.
- Ensure Trophy Sponsor sheet is prepared with proper sponsor fees prior to posting to Show Committee and/or distributing at the preceding Specialty.
- Oversee solicitation and collection efforts, including but not limited to the preceding specialty, to local clubs, website, etc. **Payments should be forwarded to the Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form.** (See Chapter 6 Attachment A-3.)
- Work with the Publicity Chair to develop advertising strategy for trophies sponsor solicitations in the Alpenhorn, regional newsletters, etc.

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- Finalize Trophy budget.
- Place trophy orders (earlier if longer lead times required). Request deposits if necessary. Submit all invoices in accordance with BMDCA policies to Specialty Treasurer in a timely fashion.

At Least Nine Months out

- Notify Grounds Chair of number of tables needed for trophy storage and/or ringside displays and other rental items and/or supplies desired (e.g. table cloths, skirting, etc.).
- Confirm with Show Chair whether a standard or condensed premium list will be used and communicate to committee member in charge of preparing listing.

At Least Six Months out

- Make sure complete and accurate listing of trophies is prepared and submitted for inclusion in the Premium Lists.
- Contact Planning Booklet Chair to request a space for donations to the General Trophy Fund on the registration form.
- Continue to oversee solicitation and collection efforts.

At Least Three Months out

- Proofread trophy text in Premium List for errors and omissions.

At Least Two Months out

- Make sure complete and accurate listing of trophies and donors is prepared and submitted for inclusion in the Catalog.
- Confirm catalog ad acknowledging General Trophy Fund donors is developed and submitted.
- Complete recruiting volunteers to assist with on-site Trophy operations (e.g. delivery and display, distribution of ring favors, etc.).

At Least One Month out

- Verify that Q/C is performed on all shipments and trophies properly labeled and packaged. If ring favors need assembly, schedule a get together in advance of the Specialty.
- Send reminders to any donors that have arranged to bring special awards to the Specialty.
- Devise plan to transport items to the Specialty.
- Reconfirm with Show Chair the use of lockable storage for trophies, etc.
- Reconfirm volunteers, planning for enough coverage that volunteers may take breaks.

Week of the Specialty

- Prior to site set-up (Sunday if possible), arrive early to survey site and storage with Committee Members. Discuss transportation of items to rings if distance is an issue.
- Initial Set-Up Day (typically Monday): Arrange early access to the site for committee members to move and organize trophies/ring favors in storage area (i.e. Best of Breed, Award of Merits, and trophies/ring favors awarded at the end of the week should be placed near the rear of the room. Trophies for events judged early in the week should be placed in front.

Throughout the Week

- Oversee delivery, display and distribution of trophies and ring favors (and the return to storage of any unclaimed items.)

Post-show

- Submit inventory report of leftover items to the Show Chair.

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. Provide a complete listing of vendors/artisans and the product supplied.