

## PARADES CHAIR

Responsible for all aspects of the parades, including but not limited to, identifying time and location, adhering to all AKC rules and procedures, identifying favors, soliciting and collecting entries/fees, arranging parade program, and recruiting volunteers for day of the activity.

### Qualifications

- Good planning and organizational skills. Strong PC Skills helpful, but not required.
- Ability to supervise people and delegate tasks.
- Helpful if attended at least one previous BMDCA National Specialty.
- Ability to apply the following basic management skills: (e.g. making decisions, recruiting and scheduling workers, being resourceful, solving problems quickly and efficiently, and dealing effectively with people).

### Time Commitment

This is at least a one-year assignment, with moderately busy periods occurring at first to identify scheduling options and personalized favors, and at two-four months out collecting entries/fees and finalizing program. Moderate volume of activity on the day of parade(s). There is also a two-week period after the Specialty when letters of appreciation should be sent

### Time Line

#### *Upon Accepting the Assignment*

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, and Parades, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Contact the Show Chair to identify potential time slots in the schedules/locations.
- Work with the Show Chair to develop the preliminary budget.
- Begin thinking of ideas for personalized favors and gathering samples/prices.

#### *At Least One Year Prior to 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.
- Provide necessary information to Show Chair for AKC Special Attraction form.
- Finalize decision on favors, decorations and other expenses and update budget accordingly.
- Develop ideas for soliciting participation through promotion on e-lists, regional club newsletters, etc. Discuss placement of parade reminder in the Alpenhorn with the Publicity Chair.

#### *~Six Months Prior to the Specialty*

- Submit information clearly detailing parade participation to the Planning Booklet and Specialty Website Chairs by prescribed deadlines.

#### *Four-Two Months before the Specialty*

- Process entries and payments in a timely fashion. Typeset biographies for parade programs (if offered) as entries are received.
- **Submit payments to the Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form** (see Chapter 6 Attachment A-3).

***At Least Two Months Prior to the Specialty***

- Carefully proofread bios/spelling to catch any errors before favors are personalized. Ask entrants for clarification when unsure.
- Order personalized favors upon close of registration. Ribbons/rosettes (if offered) may be coordinated through Show Superintendent.
- Contact the Announcer to coordinate any special sound equipment (i.e. additional microphones, broadcast music, etc.) and advise of schedule and whether his/her services will be required.
- Recruit presenters and volunteer stewards to assist with parade operations.

***At Least One Month Prior to the Specialty***

- Finalize running order of parade. Send confirmation notices to each entry (e-mail preferred) stating any rehearsals, arrival time(s), etc. Identify any planned “no shows” and make necessary notations/adjustments to parade line-ups.
- Print parade programs/keepsakes of biographies for entrants (if offered).
- Compile entries in running order for show catalog (limited to name/titles/DOB only) and submit to Catalog Advertising Chair, if desired. (Subject to Show Chair/budget approval.

***At Least Two Weeks Prior to the Specialty***

- Perform quality control on all favors and arrange in running order. If favors need assembly, schedule a get together in advance of the Specialty.
- Devise a plan to transport items to the Specialty.
- Confirm with Show Chair the use of lockable storage for favors.
- Reconfirm volunteers.

***Day of the Parade***

- Arrive early (before start of daily judging) to arrange for training on P/A system and sound equipment and perform sound checks for music, etc.
- Oversee parade(s) and distribution of favors and programs/keepsakes.

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

- Mail unclaimed favors to absentees.
- Send thank you notes to volunteers.
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

**Key Statistics for Historical Data:**

1. Entry Fee per Parade
2. Number of Entries per Parade
3. Type of Favor per Parade