

## ANNOUNCER

Responsible for coordinating the rental of the public address (P/A) system and sound equipment, overseeing its installation on the set-up day, broadcasting notices to exhibitors/spectators during the week of the Specialty. Troubleshoots any audio/equipments problems as needed.

### Qualifications

- Ability to speak clearly and demonstrate good verbal communication skills.
- Must be able to operate P/A systems and sound equipment
- Must have a working knowledge of dog shows
- Ability to work calmly and professionally under pressure in a rapidly changing environment
- Physically capable of handling the job requirements (bending, heavy lifting 50-100 pounds)
- 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 assignment is at least a one-year, with busy periods occurring at the beginning to identify and secure equipment; and during the week of the Specialty, with very heavy workload from set-up day through completion of judging and tear-down of equipment accomplished.

### Time Line

#### *Upon Accepting the Assignment*

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance and Announcer, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Contact the Grounds Chair to obtain site layout.
- Work with Show Chair and Grounds Chair to develop the preliminary budget.

#### *At Least 12 Months before the Specialty*

- Plan on attending current year's specialty if possible to learn from current Announcer and make contacts for your event.
- Discuss event schedule and the announcer/sound equipment requirements with Show Chair (e.g. microphones for live performances, broadcast music for team obedience, parades, etc.)
- Solicit bids for P/A and sound equipment to determine rates and finalize budget. Advise Grounds Chair of pricing. Submit rental agreement to Show Chair for approval/signature.
- Design installation plan for coverage of P/A system (e.g. zone coverage of main ring, spectator areas and grooming areas).

#### *At Least Three Months out*

- Begin recruiting volunteers (if desired) to assist with announcing schedule.

***At Least One Month out***

- Confirm P/A system and sound equipment rental and delivery/set-up.
- Arrange to meet with event chairs/coordinators in order to review schedules and exchange information about specific details (i.e. daily national anthem performances, parades, demonstrations, etc.).
- Determine announcement schedule and confirm volunteers (if additional people will used).
- Finalize arrangements to have P/A system delivered and installed.

***Week of the Specialty*****Set-Up Day**

- Oversee installation of P/A system, ensuring speakers are placed at site for maximum effectiveness and all cords/cabling are installed safely (properly taped and secured).
- Make sure PA system is working and properly adjusted.
- Preview any music intended to be broadcast over the public address system.
- Obtain emergency contact information from Assistant Show Chair and keep at the announcers table throughout the week.

**During the Week**

- Arrive at least 30 minutes before start of judging to check equipment.
- Ensure coverage is provided during show hours.

***Post-show***

- Oversee tear-down of equipment.
- Make sure all rental equipment is returned in good working order.

***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:**

None required.

# NOTES