



Montgomery County Sweepstakes/Obedience Show Secretary

REVISED JAN 22, 2011

Six months before the show:

1. **READ AKC BOOKLETS:** Rules Applying to Dog Shows and Rules Applying to Obedience Shows.
2. **CATALOG ADVERTISING.** Check with Show Chairman. The show secretary should have some experience creating ads or have someone else do them depending on what will be allowed in the catalog. Only quarter page ads with no photos are allowed except for a full-page ad with picture for the previous year's Best in Sweeps and High in Trial winners
3. **ADVANCEMENT FUNDS.** Obtain a check from treasurer for \$1,500 to cover costs for printing of Premium, Judging Schedule, Catalog, purchase of stamps, envelopes, labels, stickers, etc. After the show has closed and all expenses are accounted for, submit an Expense Voucher to the Treasurer outlining each expense in detail for items purchased and whether a payment or refund is due.
4. **PRINTING** Check with printers for price of printing the Premium List and Catalog. Take last year's copies for an estimate. Base this on 375-400 and 150-175 respectively. (130 Catalogs printed IN 2010, selling 120, reserving 10 copies as follows: historian, judges, stewards, show secretary, AKC, etc.) The Catalog cover is 12pt photo paper (glossy on one side and matte on the other.)
5. **PREMIUM LIST**
MAILING to all members via email, except for those who have paid a Hard Copy fee with their dues. Obtain that list from the Recording Secretary. That is the total number of hard copies you will need printed. Mail Premium List first class to hard copy recipients, show veterinarian, judges, stewards and 4 copies to AKC.
6. Have Premium List ready to be mailed by July 1.
7. **UPDATE CONTENTS** Working from the last year's Premium List, go through and mark everything that will need updating. Mark things such as dates, fees, judges, event numbers, etc.
8. Get any additional information from the show, trophy and obedience chairmen. Be sure to check on entry fees as these may change.
9. Use a blank entry form from AKC (you can get one off their web site) and paste the current show information on top. This will also make sure that you are using the current agreement on the back.
10. **RIBBONS** Order by August 1. We have used RB Powers Company from Ohio for several years. (RB Powers 1-740-747-2121)
11. **SUPPLIES** Check supplies for judges' books: inside pages and covers. Also check on arm bands. Order these from Rau. Finding a source of free arm bands would be helpful as they are expensive to buy.
12. Set up your catalog so you can record entries as they arrive.

Closing DUTIES:

13. **NUMBERS:** Number each entry as it arrives. Be sure to check that entries are properly filled out. Check age to be sure the dogs are entered in the correct class. Dog's birthdate on day of show determines the Sweeps class.
14. **PRIZE MONEY** After entries close and using formula, determine prize money distribution based on entry fees collected. (see sample below) Submit the breakdown to Treasurer for a check for any additional money needed for prizes if there is insufficient from the advance. Prepare the prize money envelopes making correct change and filling the prize money envelope according to the win.
15. **RESCUE PARADE** Confirm with Rescue Chairman the number of ribbons needed. They are ordered separately and shipped directly to Rescue Chairman. These will be a rush order for RB Powers. Each ribbon has the dog's name imprinted. Order a few extra without names for late entries. No entry fee.
16. **JUDGING PROGRAM** Prepare judging schedule. Consulting with show and obedience chairmen, set judging times. If there are more than 30 obedience entries, classes will have to be broken down to a starting time for each class. If less, just set a start time, and the class begins when the one prior ends.

17. ENTRY ACKNOWLEDGMENT for exhibitors. Either create a form or make a copy of the original entry to mail back. It must contain all of the entry information.

18. MAIL judging program and acknowledgments to all exhibitors, judges, stewards, veterinarian, STCA board members and 4 copies to AKC.

19. CATALOG Finish typing entries for catalog. Create whole catalog, including ads. Deliver to the printer as quickly after closing as possible. The Catalog cover is 12pt photo paper (glossy on one side and matte on the other.)

20. PREPARE JUDGE'S BOOKS.

Specialty day:

21. ARRIVE one to two hours before judging.

22. BRING: original entry forms, AKC Rules and Regulations, all pertinent AKC forms, copy of Scottish Terrier standard. They are required by the AKC.

23. STEWARD'S TABLE for the judge: hand wipes/sanitizer, lotion, Kleenex, hard candy (peppermints) or lozenges, water. Supply pens, rubber bands, tape to post obedience results and scratch/note paper.

24. POST the obedience sheets at the end of each class.

25. CHECK JUDGE'S BOOK properly filled out and signed, with start and end times.

26. GIVE each judge a copy of the judge's sheets and a marked catalog.

27. DOUBLE CHECK the Show Secretary catalog against the judge's book.

After the show:

28. PREPARE SHOW REPORT. Send to AKC (REQUIRED IN LESS THAN 7 DAYS): show report, original judges' books, AKC recording fee, 2 copies of the catalog, one signed and marked and one unmarked. Submit the AKC fees to AKC along with show reports.

29. EXPENSE REPORT submit promptly to the treasurer. Write check for any money left over or request reimbursement for expenses over original draw.

30. SHOW RESULTS. Submit to the STCA website administrator the show results (winners) for posting. Also submit a scanned catalog. Be sure that the STCA historian gets a marked copy of the catalog.

Ring Equipment:

Ring equipment is rented from Jim Rau Dog Shows. 610-376-1880

Contact the Billing Mgr, Christy Shiller to make payment arrangements, order judges forms and arm bands if required. The man who does the ring set up for Rau is Chris (don't have a last name). His # is 610-914-8176. The fee for rental in 2010 was \$275 with an additional charge for the forms and armbands. Chris will come in the day before the show to set up and will tear down after the show. Confirm times with Chris based on his schedule and when you can get into Lulu Temple.

Attached:

1. Copy of a ribbon order. Sweeps ribbons are the same each year. The only change in obedience and/or rally ribbon order would be the number of dark green qualifying ribbons. Ask obedience chairman for advice.

2. Formula for figuring Sweeps money.

Sweeps description for Premium List and Catalog is as follows:

After \$5.00 is withheld for expenses, the entry fee money for each class will be divided as follows:

50% to the Class Winners; 50% to the Age Division Run-Off Stakes Winners.

Total monies shall be divided as follows:

First – 50% Second – 25% Third – 15% Fourth – 10%

Order of Judging

Puppy Dogs, 6 months to 9 months, will be judged, followed by Puppy Bitches, 6 months to 9 months. The First and Second Place Dogs and First and Second Place bitches will then compete for the four placings in the Age Division Run-Off Stakes. Junior Dogs, 9 months to 12 months will then be judged, followed by Junior bitches, 9 months to 12 months. The First and Second Place dogs and the First and Second Place Bitches will then compete for the four placings in the Age Division Run-Off Stakes. Senior Dogs, 12 months to 18 months and Senior Bitches, 12 months to 18 months, will then be judged in the same order and the same manner. First Place in each AGE DIVISION RUN-OFF STAKES will then compete for BEST IN SWEEPSTAKES.

Example (based on entry fee of \$8):

81 total entry: 25 dogs, 46 bitches

6-9 division: 12 dogs, 10 bitches

$$*12+10=22 \times 8 = 176)2 = 88 + 50 = 138)2 = 69$$

Division \$69 12 dogs (55% = 38.00) 10 bitches (45% = 31.00)

1st 34.50 1st 19.00 1st 15.50

2nd 17.25 2nd 9.50 2nd 7.75

3rd 10.35 3rd 5.70 3rd 4.65

4th 6.90 4th 3.80 4th 3.10

9-12 division: 9 dogs, 21 bitches

$$9+21=30 \times 8 = 240)2 = 120 + 50 = 170)2 = 85$$

Division \$85 9 dogs (30% = \$25.50) 21 bitches (70% = 59.50)

1st 42.50 1st 12.75 1st 29.75

2nd 21.25 2nd 6.38 2nd 14.88

3rd 12.75 3rd 3.82 3rd 8.92

4th 8.50 4th 2.55 4th 5.95

12-18 division: 14 dogs, 15 bitches

$$14+15=29 \times 8 = 232)2 = 116 + 50 = 166)2 = 83$$

Division \$83 14 dogs (49% = 40.67) 15 Bitches (51% = \$42.33)

1st 41.50 1st 20.34 1st 21.17

2nd 20.75 2nd 10.17 2nd 10.58

3rd 12.45 3rd 6.10 3rd 6.35

4th 8.30 4th 4.06 4th 4.23

*dogs + bitches = division total x entry fee) in half to take away expense money + \$50 STCA adds to division) in half for division run off and classes.

Example using 9-12 division: 9 if what % of 30

21 is what % of 30

$$\text{is } 9 = x = 30\% \quad 9 \times 100 = 900 \quad) \quad 30 = 30 \quad 21 = x = 70\% \quad 21 \times 100 = 2100 \quad) \quad 30 = 70$$

of 30 100 30 100

Sweeps entry income=\$648. Sweeps prize money=\$474

Scottish Terrier Club of America

September 2, 2001

1041 E Main Street

Flushing MI 48433

810-659-6450 (h)

810-659-5172 (w)

R.B. Powers Co.

118 West High Street

P. O. Box 360

Ashley OH 43003

Gentlemen:

Enclosed is the order rosettes and ribbons for the Scottish Terrier Club of America sweepstakes and obedience trial to be held on October 5, 2001. Please use the same styles as last year.

Please mail the order to my address. The bill should be sent to our treasurer: Theresa Duncan, 9562 N Farm Rd. 141, Springfield MO 65803. If you have any questions, you can reach me at the address or phone above.

Sincerely,

(Mrs.) Susan Martin

810-659-6450

Enc.

6 Blue Rosette AKC logo

2 Rose Rosette Obedience Trial

First Place

STCA logo

October 5, 2001

Plymouth Meeting, PA

1 Blue & Gold Ros AKC logo

Obedience Trial

STCA logo

October 5, 2001

Plymouth Meeting, PA

High in Trial (on right ribbon)

1 Blue & Green Ros AKC logo

Obedience Trial

STCA logo

October 5, 2001

Plymouth Meeting, PA

High Combined (on right ribbon)

15 Dk Green Ribbon AKC logo

Obedience Trial

Qualifying Score

STCA logo

October 5, 2001

Plymouth Meeting, PA

6 Red Ribbon AKC logo

2 Brown Ribbon Obedience Trial

(Second) Second (or Third or Fourth) Place

STCA logo

4 Yellow Ribbon October 5, 2001

2 Lt Green Ribbon Plymouth Meeting, PA

(Third)

4 White Ribbon

2 Gray Ribbon

(Fourth)

Totals = 10 Rosettes, 35 Ribbons

6 Rose Rosette AKC logo

Sweepstakes

First Place

STCA logo

October 5, 2001

Plymouth Meeting, PA

3 Rose Rosette AKC logo

Sweepstakes

First Place

STCA logo

October 5, 2001

Plymouth Meeting, PA

(6-9 Month Division) one on

(9-12 Month Division) each

(12-18 Month Division) right

ribbon

1 Pink & Green Ros AKC logo

Sweepstakes

STCA logo

October 5, 2001

Plymouth Meeting, PA

Best in Sweepstakes (9 Brown Ribbon AKC logo

(Second) Sweepstakes

9 Lt. Green Ribbon Second (or Third or

(Third) Fourth) Place

9 Gray Ribbon STCA logo

(Fourth) October 5, 2001

Plym

Totals = 10 Rosettes, 27 Ribbons

4 Lt. Green 1- Show Secretary

3" button 1- President, 1- Show Chairman, w/safety pin 1-Treasurer

Scottish Terrier Club of America

October 2, 2009

4 Blue Steward

3" button Scottish Terrier Club of America

w/safety pin October 2, 2009

2 Purple Judge

3" button Scottish Terrier Club of

America

w/safety pin October 2, 2009