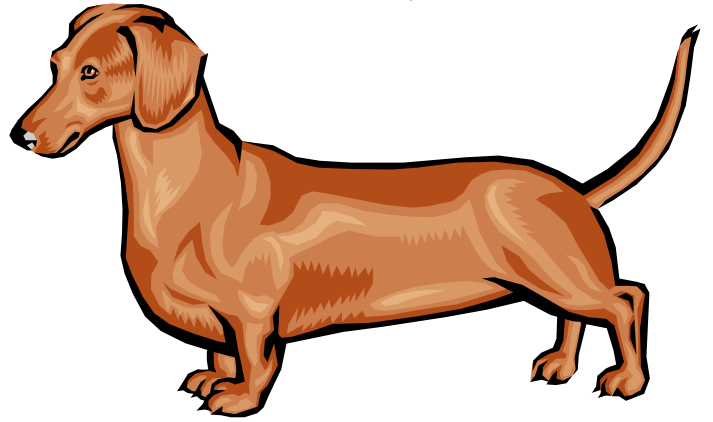




Hosting the State 4-H Dog Show



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1. Suggested Committees for Hosting the Show

- Executive Committee
Consists of Show Chairman, Secretary (keeps minutes of meetings and makes changes in show entry book), Treasurer (sets and keeps the budget, handles records of all funds), Youth Representative (keeps focus on what youth want) and Chairs of the other committees.
- Judges Committee
Hires and works with the judges, makes sure you have all necessary judges sheets and equipment for the various rings. Takes care of judges contracts. Includes educational judges, too.
- Site Committee
Responsible for ring set-ups and mats, bleachers or chairs, clean-up location and display areas for educational exhibits, demo and speaking contest and Dog Bowl.
- Awards Committee
Selects or designs awards and lines up sponsors. Makes sure awards are ready for show and disburses them during the show.
- Food Committee
The food can be done by your dog project group or find another club or committee to handle this area.
- Show Catalog Committee
Accepts the registrations, puts the Show Catalog together, divides classes, etc. This group also handles registrations at the show because they know about the entries. This group also handles sales of ads in the catalog if the host county decides to do that.

2. Show Facility Requirements for Hosting the State Dog Show

- Inside area for 6 rings and spectators. This number of rings seems to work the best.
- An area to display the educational exhibits, i.e. posters, photos, etc.
- At least 3 enclosed rooms and 1 large area for holding Dog Bowl competition (this can be off-site).
- Outside ring for dogs in heat

- Foodstand
- Other facilities which are helpful:
 - ❖ On-site camping is nice for exhibitors
 - ❖ Ample parking
 - ❖ Area for Agility is host county decides to do this activity
 - ❖ Area for vendors

3. Suggested Timeline for Hosting Show

- Set your show dates – set deadline 6 weeks before the show to give your catalog committee plenty of time to work with the entries.
- March 10 – deadline for Show Entry Book changes to the State 4-H Office. A draft copy will be printed and returned to you before the books are duplicated and sent out to the counties by the State 4-H Office.
- By February 1 have judges contracted. Judges do not have to be County Fair Certified Judges but should be good at working with youth.
- Six weeks prior to the show – be sure you have enough equipment. Volunteers to help on the day of the show and the food taken care of.

4. Important Elements for a Successful Show

➤ Budget

Be sure to set up a budget to use as a guide. Items in the budget should include:

Building Rent	Food Stand
Judges	Phone Expense
Insurance	Office Expense
Awards – Trophies	Sound System
Awards – Ribbons	Cleaning Supplies
Souvenir for Gift Bag	Miscellaneous
T-shirts & Sweat Shirts	

➤ Insurance

Check with the grounds where you are having the show to see how much insurance you are required to have. It is also a good idea to carry the American Income Life accident policy for the days of the show.

➤ Entry Book and Show Catalog

Submit your entry changes to the State Dog Committee by their spring meeting. After your changes are accepted, Melanie Miller will have the entry book printed and sent out to all the counties.

You will need to put together your show catalog and have it printed. Consider printing about 3-400 copies depending on number of entries. Each entrant receives a catalog as does each contact person and dog bowl coach. Often counties will sell extra copies to the public .

➤ Catalog Cover

Art work for the cover of your catalog and t-shirts. Some clubs have an art contest for the 4-H'ers to send in a drawing or you can make up a design depicting your region of the state. Examples: Dane County – “The Great Dane State 4-H Dog Show” with a picture of a Great Dane and the capitol. Manitowoc – “The Spot To Be In 93” picture of a Dalmatian holding the state with a star for Manitowoc.

➤ Ring Stewards

- ❖ Contact parents and local dog clubs for volunteers
- ❖ Have a written stewarding guide for your stewards to follow (you may want to have a mock show before the state show to train your stewards). Also have a short meeting before the show starts to give them a quick run down of what is expected of them.
- ❖ Obedience stewards – 3 are needed.
 - One to record and check off contestants
 - One for the gate – find and line up contestants
 - One for the ring and to help the judge if needed. Use the gate and ring steward for posts for the figure 8.
- ❖ Showmanship – 2 are needed
 - One to record
 - One for the gate
- ❖ Runners – have people to bring awards to the tables and bring back judging sheets.
- ❖ Have clean up equipment at each ring for the stewards to take care of accidents.

➤ Judges

- ❖ Obedience & showmanship – be sure to inform your judges on how to judge for 4-H. Have a meeting before the show begins to answer questions and again remind them how you want the classes judged so they all score basically the same. Inform them on what you consider a disqualification.
- ❖ Photography, posters and art – (you could have the show photographer do the judging or a local artist).
- ❖ Dog Bowl – need 3 judges.
- ❖ Demonstrations & Speaking – need 1 judge.

➤ Educational Displays

- ❖ Display the posters, photography and artwork in a way that it can be seen but not handled. **Do not** leave them in a pile to be rummaged through and damaged. The kids have put their time and labor into them and they should be on display.
- ❖ Try to have pictures and art up early in the show and kept on display until the end. (Make exceptions for people leaving early and traveling at a distance.)

➤ Dog Bowl

- ❖ Contact Melanie Miller for questions and buzzers.
- ❖ Need three judges, three scorers and three time keepers
- ❖ Four rooms needed. Three for judging and one big area for holding teams. (Optional – snacks and drinks in holding area – assigned tables for teams.) You will have a lot less problems if you keep your teams in seclusion away from parents until the team is done competing.
- ❖ Each room will need three tables, an easel or drawing board and chairs.

➤ Speeches & Demonstrations

- ❖ Judges – contact the local school for a teacher, or use a county youth agent
- ❖ Get score sheets from your local contest for the judges
- ❖ Have a podium, table, and easel for contestants
- ❖ Have a large enough area for demonstrators that will be using live dogs

➤ Vet on Call

Contact vet or vets to be on call for all three days of the show. (You could give them free ads in your show catalog for donating their time.)

Be sure to have the number and name of the vet on call either posted or listed in your catalog or both.

➤ Places to Stay

- ❖ Reserve blocks of rooms at a set cost at the local hotels and motels. Be sure to find out if they take dogs and what extra costs there will be. (Optional: print in your entry book how far each motel is from the dog show)
- ❖ Find out where the local camping is.
- ❖ Have a list of places and addresses of where a family can eat.

➤ Complementary Gift Bags

Start early to get donations to be put in the bags, ask for donations of free items from local business, fast food, and feed companies, etc. This is not mandatory – it is up to the host county to decide if they want this.

5. How to Deal with Complaints

- Have a complaint person designated for obedience questions and showmanship. The youth are to do the questioning but this does not always happen. We do not want to tie up the judges or stewards with a complaining parent, just send them to your official complaint person or persons and have the entry book available with all the rules.
- If possible do not change a placing after the awards are officially handed out. If a mistake is made issue a duplicate award rather than taking back awards already given out. If you do not have a duplicate award tell the contestant you will send it. Mistakes do happen but taking back an award or changing the placing after it has been given out is terribly embarrassing to the kids and such a disappointment.

6. Show Days

- VERY IMPORTANT! Start on time.
- Have a meeting with your judges to again remind them on how the 4-H is to be judged.
- Have a meeting with the stewards to give them a quick run down of what is expected of them.
- Have plenty of clean up supplies at all rings and inside and outside of building.
- Be sure to have runners to carry awards to classes and pick up judging sheets.
- OPTIONAL: A room for judges to eat and relax.
- Display all posters, art work and photography in a way that they can be seen and do not need to be touched.

This booklet was put together by the 1999 Manitowoc County 4-H Dog Committee after hosting the 1999 State Show and edited for other county use by Melanie Miller, 4-H Youth Development Specialist.