

Junior Fair Dog Show Checklist

Sr. Fair Board Director(s): _____

Jr. Fair Board Member(s): _____

What Needs to Be Done	Name of Person(s) Responsible	Date Completed/ Sent	Comments (who contacted, initial calls made, follow up letters or emails, contracts sent & received, awards secured, etc.)
Dog show rules & requirements finalized			
Initial contact to hire judge(s) <i>(Ask judge's philosophy, fee to judge – may need to negotiate flat fee.)</i>			
Follow up to initial contact, including contract with fee <i>(Send rules/requirements)</i>			
Contact trophy sponsors			
Order ribbons/awards			
Rules sent to printer for fair premium book			
Proof read rules before final printing <i>(sponsors spelled correctly)</i>			
Pre-fair registrations or fair entry deadline paperwork			
Secure place for show <i>(note if fence, ropes, etc. are needed)</i>			
Contact people to steward (2-3+ depending on show size)			
Contact Fair Vet with number dogs, times needed to vet check, required paperwork			
Secure equipment for classes offered, including mats <i>(if needed)</i>			
Check trophies for accuracy; put sponsor address labels on trophies & ribbons			
Final letter to judge(s) <i>(pass, directions, phone nos. to contact in case of emergency or questions, number of youth & dogs to expect, time to arrive, length of time they have to judge, any additional rules)</i>			

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Follow up letter to stewards <i>(passes, directions, time to arrive; fair contact cell no.)</i>			
Letter to sponsors inviting them to present awards <i>(date, time, classes, directions)</i>			
Follow up with Fair Vet			
Phone call to judge 2-3 days before show <i>(Ask if any last minute questions, confirm no. youth, dogs, & classes.)</i>			
Thank you cards and/or address info for youth to send sponsors thank yous			
Armbands			
Score sheets, including group exercise			
Showmanship interview questions <i>(if applicable)</i>			
You & Your Dog interview questions <i>(if applicable)</i>			
Newspaper publicity			
Photographer			
Announcer(s)			
Show Secretary <i>(to verify entries, register youth, complete top of score sheets)</i>			
Clipboards			
Pens, Pencils			
Calculator			
Tape Measure			
Stop Watch			
Paper towels, hand sanitizer			
Clean show area			
Set up ring(s)			
After show clean up			
Follow up thank you notes to judges, show help			