

Event (Trials-Seminars) Checklist

- EVENTS** = Establish a minimum monetary amount
 Classes = Fee Matrix (+ seminars, **workshops?**) divided by handler #'s
 Practices = Break Even (+ summer covered playgrounds) divided by handler #'s
 Drop-ins = for practices (above break even - working dog rate)
 Audits = for classes / workshops (handouts & rental costs)?

UKC/NADAC Trials		Lookup	Date Due
<input type="checkbox"/>	Community Service Announcement form	documents	
<input type="checkbox"/>	Advertising policy	documents	
<input type="checkbox"/>	Fee Matrix	documents	
<input type="checkbox"/>	Class, Practice, Drop-in	documents	
<input type="checkbox"/>	"Audit"?, Workshop?	documents	
<input type="checkbox"/>	Sales Tax ID number	web page	
<input type="checkbox"/>	Registration form w/ disclaimer	documents	
<input type="checkbox"/>	disclaimer	Policy .011	
Chair / Manager		volunteer	See Tab
Rules			
<input type="checkbox"/>	trial guidelines	sanction club	
<input type="checkbox"/>	exhibitors handbook	sanction club	
<input type="checkbox"/>	rulebook	sanction club	
<input type="checkbox"/>	Check for changes	sanction club	
<input type="checkbox"/>	trial application	Chair/Organizer	
<input type="checkbox"/>	Equipment	Chair/Organizer	
<input type="checkbox"/>	judges scorebook	sanction club	
<input type="checkbox"/>	Course layouts	judge	
<input type="checkbox"/>	Event Budget form	documents	
<input type="checkbox"/>	Hotel	Chair/Organizer	
<input type="checkbox"/>	Airfare	Chair/Organizer	
<input type="checkbox"/>	judging contract	Chair/Organizer	
<input type="checkbox"/>	Expenses	Chair/Organizer	
<input type="checkbox"/>	Transport 2 show site	announce/ask	
<input type="checkbox"/>	Fundraisers	Chair/Organizer	
<input type="checkbox"/>	club renewal	Chair/Organizer	
<input type="checkbox"/>	Doggie Dollars	Policy .013	
<input type="checkbox"/>	Facility Permit Fees	agency	
<input type="checkbox"/>	"How to" summary	Chair/Organizer	
<input type="checkbox"/>	Fun Matches / Run-Thru	Chair/Organizer	
Manager		solicited	See Tab
Secretary		solicited	See Tab
<input type="checkbox"/>	Course Distribution	judge	
<input type="checkbox"/>	public relations	Secretary	
<input type="checkbox"/>	premium	Secretary	
<input type="checkbox"/>	report form preparation & filing	Secretary	
Stewards		solicited	
<input type="checkbox"/>	scribe, table, timer, ring, setup	sanction club	
<input type="checkbox"/>	Hospitality	volunteer	See Tab
<input type="checkbox"/>	Course Builder	volunteer	See Tab
<input type="checkbox"/>	Practice Judges for "Run-Thru"	volunteer	
Facility Coordination		??	

Seminars

Organizer	volunteer	See Tab
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	handouts	sanction club	
	Equipment	Chair/Organizer	
	Event Budget form	documents	
	Hotel	Chair/Organizer	
	Airfare	Chair/Organizer	
	Instructor contract	Chair/Organizer	
	Expenses	Chair/Organizer	
	Transport 2 show site	announce/ask	
	Fundraisers	Chair/Organizer	
	Doggie Dollars	Policy .013	
	Facility Permit Fees	agency	
	"How to" summary	Chair/Organizer	
	public relations	Secretary	

Classes

	Community Service Announcement form	documents	
	Advertising policy	documents	
	Fee Matrix	documents	
	Class, Practice, Drop-in	documents	
	"Audit"?, Workshop?	documents	
	Sales Tax ID number	web page	
	Registration form w/ disclaimer	documents	
	disclaimer	Policy .011	
	handouts	sanction club	
	Equipment	Chair/Organizer	
	Event Budget form	documents	
	Instructor contract	Chair/Organizer	
	Expenses	Chair/Organizer	
	Fundraisers	Chair/Organizer	
	Doggie Dollars	Policy .013	
	Facility Permit Fees	agency	
	public relations	Secretary	

Practices

	Advertise: ckcoj-announce@yahoo.com	Chair/Organizer	
	Fee Matrix	documents	
	Class, Practice, Drop-in	documents	
	Registration form w/ disclaimer	documents	
	disclaimer	Policy .011	
	Equipment	Chair/Organizer	
	Doggie Dollars	Policy .013	
	Facility Permit Fees	agency	
	public relations	Secretary	