

AEDCA



Specialty Show Manual

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Preface

This is a manual to assist both new and previous show chairs and committees with the process of putting on a National or Regional specialty. This document does not replace the AEDCA National Specialty Show Policy. All show chairs must read the AEDCA National Specialty Show Policy.

This is a “living document” and will change over time. Other show chairs are encouraged to contribute to this manual as trends and/or procedures change. To add additional notes or comments or update existing content, please contact one of the current board members.

The AEDCA Board greatly appreciates the work from Heidi Redfield to put this document together!

Show Types

- Independent – This show type is on a specific day where an all-breed show is not being held. This could be a complete stand-alone specialty at a location that is not in conjunction with any other specialties or all-breed shows; or it could be on a dedicated day, usually before, an all-breed show weekend. (Example: National Specialty happens on Thursday and the host all-breed show starts on Friday). Often, all-breed host clubs will set aside a day or two before their all-breed show weekend for parent clubs or groups to host specialties. AEDCA is financially responsible for all aspects of an Independent specialty, however when in conjunction with an all-breed show, many of the event expenses (venue rental, ring rental, etc.) may be waived or minimal.

Note: The American Eskimo Dog that is awarded Best of Breed (BOB) during this specialty type will not go on to compete in a group competition.

- Concurrent – This show type happens on the same day as an all-breed show. American Eskimo Dogs could compete in all specialty categories (breed, sweepstakes, stud dog, brood bitch, brace, futurity, generations, etc.) and the all-breed show on the same day. AEDCA is financially responsible for all aspects of the Concurrent specialty, however when in conjunction with an all-breed show, many of the event expenses may be waived or minimal.
Note: The American Eskimo Dog that is awarded Best of Breed (BOB) for the specialty show will not go on to compete in a group competition, however, the dog that wins BOB during the all-breed show happening the same day may go on to compete in Groups (Regular and NOHS).
- Designated – This show type is where AEDCA will designate a show in an all-breed club to be the specialty. American Eskimo Dogs would show during regularly scheduled all-breed show that day as the designated specialty.

Sweepstakes, 4-6 Month Puppy and other Specialty events will need to be added and coordinated with the host club and superintendent. The dog that is awarded Best of Breed or Best of Breed Owner Handled (in the Designated Specialty) will go on to compete in the Group (Regular and NOHS) competition for the all-breed club. AEDCA is not responsible for any expenses or income pertaining to this show type other than providing trophies and/or ribbons/rosettes. AEDCA is limited to the judging panel of the host club, however, if the request is given early to the host club, they may be willing/able to hire the AEDCA judge choice. Be sure to ask the host club if they offer upgraded ribbons or other perks for designated specialties.

*If Sweepstakes is offered, AEDCA Show Chair will need to get permission from the host club to offer this event. AEDCA will need to submit the appropriate application form and fees to AKC to offer Sweepstakes as part of the Designated Specialty.

- Supported – This isn't a show type, but instead an opportunity during an all-breed show for AEDCA or private individual(s) to provide trophies/prizes to the American Eskimo Dog winners. Those wishing to offer supported entries will need to contact the host club show chair to arrange supported entry announcements in their premium list. Be sure to ask the host club if they offer upgraded ribbons or other perks for offering supported entries.
- Regional vs National
 - The National Specialty is the annual AEDCA show.
 - AEDCA is responsible for all expenses, judge hiring, donations, and logistics if the show is an Independent or Concurrent show type.
 - Special awards such as the Perpetual Trophies (plaques that contain the dog and owner name of the winner of Best of Breed and Best Opposite and date the award was received) will be given during the National show.
 - Non-regular classes such as Brace, Stud Dog and Brood Bitch, Generations, and Futurity may be offered during the National.
 - Other conformation events such as Sweepstakes, 4-6 Month puppy and Junior showmanship may be included.
 - The show may or may not have a logo or theme with merchandise for sale.
 - Typically, the trophies and ribbons are of a higher value due to the efforts of fundraising for the National.
 - Members of AEDCA must submit a bid to the AEDCA Board by December 31 ideally 2 years in advance. (Example: National Specialty bids for 2029, should be submitted no later than December 31, 2026)

- Regional concurrent specialty in conjunction with the National specialty.
 - If the show committee opts to offer a Regional specialty the same weekend/series of shows as the National specialty, they may do so with AEDCA board permission.
 - AEDCA is responsible for all aspects of the concurrent Regional show when combined on the same weekend as the National.
 - Trophy Chair will coordinate all trophies/prizes and rosettes for this specialty.
 - Specialty judge can be anyone the committee wishes to hire, however, they are to keep budget in mind and work with the all-breed host club (if combined with an all-breed show) to share judges if possible.
- Regional specialty not in conjunction with the National specialty.
 - The committee of the Regional specialty will be responsible for budgeting and acquiring donations for the specialty.
 - The committee may request money from AEDCA for trophies, rosettes, show applications, judge expenses, however, it is not a guarantee that the full amount requested will be granted.
 - To help keep costs down, the committee is encouraged to get donations, use the host-club's judge list, and see what rosette upgrades are available through the host club's superintendent or ribbon supplier.

Show Committee Guidelines

- Five members are required but you may have up to 7 members.
 - It is recommended to keep it small for easier decision making – less is more.
 - Committee coordinators can take on additional people as sub-committees if needed, however sub-committee members may or may not be included in all committee meetings.
 - It is recommended to form a committee with people that work well together and have at least 1 or more people who have experience putting on a National show.
 - Committee members can come from any state. However, it is best to have at least one member reside at or near the show location.
 - All committee members need to attend the National or have a co-committee head to take over the duties at the National.
- Create a FB or email group and include all parties, but only decisions will be made by the Show Committee Coordinator heads.
- The Show Committee Coordinator heads needed depends upon the type of National (independent with an all-breed show or not). The Show Chair can

determine what committee heads they need. The same person may take on multiple categories if he/she wants to. Committee head examples:

- Show Chair - required
- Trophy – strongly recommended
- Hospitality
- Banquet
- Fund-Raising
- Show Grounds (only needed if show is not held with an all-breed show)
- Technology
- Performance/Companion Events
- Committees can be combined together and have sub-committees (example Hospitality – subcommittee heads – banquet, welcome reception, welcome bags, member education)

Show Committee Job Descriptions

- General Rules – Show Committee Members need to:
 - Be a current AEDCA member in good standing.
 - Be at the show site or designate someone (approved by the show chair) to take their place
 - Advertise, Advocate, Announce the National in a positive voice – always! Keep reminding people of activities you oversee often.
 - Be available for “other duties as assigned” such as sell catalogs, sell extra trophies, resupply items, help with setup/take down, etc.
- Show Chair
 - Project Manager for entire show – solicit committee input on judges or other items, maintain weekend schedule of events, obtain statuses from all committee coordinators, communicate status with AEDCA Board.
 - File applications for show with AKC and maintain applications as needed to make sure they get approved. Work with AEDCA treasurer to pay for fees.
 - Point of contact for judges (if not using a Judge’s Liaison).
 - Communicate with prospective judges about expenses and fees.
 - Coordinate and schedule transportation and hotel room reservations. A judge liaison could also be delegated to handle all things for the judges.
 - See Judge section in this document for more information.
 - Following the show, the perpetual trophies must be engraved with the Best Of Breed & Best Opposite Sex winners names.
 - When finished, send plaques to next year’s show chair.
 - All expenses will be reimbursed.
 - Shipping boxes provided – to not throw them away.
 - Easels should also be mailed to next show chair.

- Hire Ring Steward(s) – You WILL need to hire or provide a ring steward for your National & Regional show if they are concurrent or independent show type.
 - Ask host club for some names.
 - Plan to pay for ring steward services! If an experienced AEDCA member volunteers, offer to pay them too!
 - Optional, but a nice gesture to provide a small gift as a token of appreciation. For example, at the 2021 National, we included a few sparkly tumbler cups with lids that did not have logos and gave them to the ring stewards.
- Work with Superintendent (or show secretary) on timelines for Premium, Catalog, and Judging Program.
 - Sign/secure contract with superintendent or show – may need to determine if you are using their ribbons or outside vendor – contract may have an option for ribbons.
 - Be sure to have Super handle the money distribution for sweepstakes. You may need to specify that in contract.
 - Premium – if you can combine with the host club, it saves AEDCA money.
 - Provide all items to Super for premium list including trophy sponsors.
 - Be sure to send AEDCA Board a copy of the premium BEFORE it is published.
- Work with host club –
 - Get rooms needed for banquets and meetings (if onsite of show)
 - Ring fees – most host clubs will waive ring fees for a National show because you are bringing in more dogs to their all-breed show. Try to work “deals” to get fees waived, free tables/chairs, free rooms, etc.
 - You will want 2 tables (8 ft) for trophies in addition to the ring steward and judge tables. You will need additional tables for raffle items if you offer a raffle ringside.
 - Host club should send AKC the consent form to allow AEDCA to hold the National with the host club – AKC will hold the application in Pending until this is done. Consent form must include ALL events – National, Regional, 4-6 Month Puppy, etc.! <https://images.akc.org/pdf/AE0001.pdf>
- Determine schedule (with committee), work with Board on what activities are needed including:
 - Required - Annual Meeting, Awards Banquet, Judge Education
 - Optional - Welcome reception, Stud Dog Gallery, Top 10, Member Education, Workshops, Health Clinic, etc.
- Trophy Coordinator
 - Get trophy ideas/feedback from committee on what trophies to offer.
 - Work with trophy vendors on what trophies are needed, colors, wording, etc.

- Collect donation money and keep track of who has donated. Be sure to publicly thank all donors in Newsletter, FB, Email or other forms of communication.
- Submit expense reports and receipts to treasurer (for reimbursement) and show chair (for information).
- AEDCA sponsored Trophies for National (no other person can sponsor these National trophies) – see full example of trophy list needed at the end of this document:
 - Best of Breed
 - Best Opposite Sex
 - Best Junior
 - Highest Scoring Obedience
 - Highest Scoring Rally
 - Highest Scoring Agility (combination of Standard & JWW scores, if no QQ then go with Standard).
 - NOTE: this is for National only Not Regional. Anyone can sponsor these trophies for regional specialties.
- Gather and store all trophies or designate someone
- Tag trophies for what class/award they go to.
- Set out trophies and ribbons at the show site. (In 2021, Karen used 2 tri fold racks – like 3 panels of an xpen with hook/hangers to hang the large rosettes from. Then set the trophies that go with the rosette under them on the table. This worked really well!)
- Ribbons – works with Superintendent for ribbon package or uses outside vendor for ribbons. See the list of ribbon colors and options at the end of this document.
- Trophy Issues/Considerations:
 - There will be classes that will have no one entered in. Suggest you only plan to fill 75-80% of all classes and use the same type of prize so they can be swapped between the 1st place winners. So if you have 6 class dogs categories and 9 class bitch categories, you can distribute between the different genders. Same goes for 1st place for Veterans – use some for the regular classes and/or juniors.
 - AKC requires date, location, show name and the AKC seal on rosettes /ribbons except for class placements. Class placements are not required to bear the date and location at the discretion of the club. If you are using a shadowbox rosette, it must also meet these requirements. If it does not, then it is considered an “award” and an official ribbon meeting the requirements must also be awarded.
 - Keep in mind the location of the show and approximately how many eskies will be in attendance. If it is in one of the edges of the country, it is likely that there will not be as big of a group as in the middle – but again, depends on the number of eskies in the region.

- Hold off as long as possible on final counts on ribbons if using a vendor outside of the Superintendent, particularly for class placement ribbons. The advantage to using superintendent ribbons is they will only print the classes that have entries.
- Award of Merit. The number of Award of Merit (AOM) prizes awarded is based on the number of dogs entered in Best of Breed. AOM ribbons should be available for 20% (1 in 5) of the number of Best of Breed entries. The awarding of AOMs is made at the judge's discretion up to the 20% specified; not all AOM awards must be given.
- Hospitality/Banquet Coordinator – An Awards Banquet is required – Hospitality and Banquet can separate or combined as one committee head position
 - Ask Committee for input on caterer or food theme – if no feedback, ultimately, it is up to this committee head to make the decision.
 - Work with caterer/vendor for food choices, options and prices.
 - Determine decorations, linens, table settings, etc. needed, if not provided by venue.
 - Work with host-club via AEDCA show chair or venue for tables/chairs needed for service.
 - Work with fund-raising committee head on tables needed.
 - Other hospitality duties could include – snacks, drinks, water, cleanup
 - Welcome reception or Yappy Hour events – optional. Activities at these could include - Hand out name tags, welcome bags (optional), Welcome handout, sell catalogs (if separate from all-breed), ice breakers, etc.
- Grounds – only needed for standalone and could be Show Chair duty
 - Work with venue on location of judge's education, rings, hospitality room, etc.
 - Security of grounds – if needed.
 - Ring setup – work with superintendent on rings and where to put them on the grounds.
 - Projector or PA system needed.
 - Tables/chairs needed, garbage cans.
- Fund Raising Coordinator – could be Trophy/Price Coordinator job
 - Determine what type of fund raising to have – raffle, silent auction, live auction.
 - Send email, messages to solicit donations from people.
 - Call or visit vendors to ask for donations.
 - Gather all items and put them in baskets or groups for the fund raising.
 - Get all supplies and items needed (raffle tickets, pens, silent auction sheets, descriptions of items in basket).
 - Find a live auctioneer (if needed). Have assistants to take bids and to write down who bid on which item to be paid after the auction.

- Get advertisements for the Judging Program or Catalog (this also be a task for the Show Chair).
- Technology – optional
 - This person could be worked into almost every category above or can be an individual committee member.
 - Set up virtual meeting options for Annual meeting.
 - Setup slide shows or other A/V equipment for meeting, banquet, etc.
 - Video or stream show(s).
- Judge Liaison – If the Show Chair or any member of the Committee are planning to show their dog(s) at the National/Regional, they should not interact with the judge(s). A judge liaison who is not showing should be appointed to handle all communication with the judge(s). The judge liaison may be the all-breed show or cluster chair in cases where a judge from the panel is used with no interaction from those showing dogs at the events.

Duties include the following:

- Make sure transportation is arranged.
- Arrange hotel.
- Work directly with the judge for hiring and contracts.
- Make sure judge knows where ring is located and what time it starts. Make sure someone can help get him/her to the ring on time with transportation (like a golf cart) if needed.
- Performance/Companion Event Coordinator
 - This position is to coordinate any additional events happening during the National show weekend that AEDCA will be offering National awards for. Other events could include Obedience, Rally, Agility, Barn Hunt, Fast Cat, Scent work, or any other events where American Eskimo dogs may compete.
 - Be the point person for the events show chairs to make arrangements for American Eskimo Dog only scores and awards.
 - Often AEDCA sets these other events as Designated specialties when offered from the host all-breed club. However, AEDCA can do a day or two of events as an AEDCA event.
 - Work with the trophy chair on what trophies/rosettes to offer and will need to make sure those trophies get to the rings and get distributed.
 - This category may have some sub-committee people to help with various events; however, having a single committee person to be the point of contact for the show committee is advised.

Host Club Information

- Look for a club that offers perks for specialties to be there
 - Free conference room access
 - Upgraded ribbons for supported entries
 - Free/discounted ring fees, tables, equipment, etc
 - Is there a Hospitality room AEDCA can use for the duration of the show?
 - Can we guarantee that we can have grooming spots together if wanted?
 - Can we guarantee that we can have RV spots together if wanted?
- Need consent letter from host club to include with AKC application. AKC will hold the application in Pending until this is done. Consent form must include ALL events – National, Regional, Junior, Sweepstakes, 4-6 Month Puppy, etc!
<https://images.akc.org/pdf/AE0001.pdf>
- Insurance Rider – most clubs require to be on the insurance for the event. Need to request this from AEDCA insurance – Current treasurer needs to do this.
- May opt to have your own Premium list or incorporate with Host Club. Cost saving to group with host club but may be difficult to coordinate with club.
- Look for a show that may have other events (agility, obedience, barn hunt, fastcat, etc) for Eskies to participate in. Ask those groups if Eskies can have priority or early entry.

Superintendent/Show Secretary Information

- AEDCA can choose any superintendent or show secretary. It can be the same as the host club or can be different.
- Things to consider when choosing a Superintendent:
 - Ribbon package
 - What is timeline for needing information for Premium, Catalog and/or Judging Program
 - Which superintendent is the host-club using?
 - Would AEDCA be able to integrate with the host-club premium list.
- Benefits of using same super/secretary as host-club
 - Easier for people to enter and view information since they only have to go to one place to enter the AEDCA show(s) and all-breed shows.
 - Can save money if Premium list, Catalog, and Judging Programs can be combined.
 - Fees can be less when combined with all-breed shows.
- If offering Sweepstakes class(es), request that the superintendent divide out the money for you. If they charge a fee for this, it is still worth it.
- Be prepared to get information for the Premium list to the Superintendent/Secretary 5 months prior to the show date. This means that all details need to be decided – schedule, judges, trophies, trophy sponsors, etc.

AKC Application

- Due 18 weeks prior to Closing Date
 - Submit as early as possible – do not wait until it is due!
 - It may take a week or two to process and there may be errors that need to be followed up on or corrected.
 - Errors may include – judge conflict, host-club did not send approval letter, payment. Check on the status of the application weekly and follow up with AKC if it is in pending status.
- Online application – get credentials from board or provide info to the board to create the application. For the application form, see
 - Application for Show/Trial - [AKC Events Application form](#)
 - 4-6 Month Beginner Puppy Application - [AKC Events Application form](#)
 - Note – this class is an expense for the club – large rosette, trophy, application fee, etc; but either there are no entries or very few. If the host-club is offering a 4-6 month Beginner Puppy as part of their show, consider designating this show for any eskie puppy entries.
 - All AKC forms - [Downloadable Forms – American Kennel Club \(akc.org\)](#)
- Fees – determine fees for show based on costs and fees from host club.
 - Fees do not have a set range
 - Can give a discount for junior showmanship – usually free as a second class or very inexpensive - \$10.
 - Fees needed for conformation as well as sweeps, 4-6 month puppy, brood bitch/stud dog, brace. The non-licensed classes are typically less money than first entry for conformation. 4-6 month beginner puppy is less than first entry for conformation. Set it no higher than the second entry fees.
- Set Opening and Closing dates to be the same as the host club.
- Check with AKC to make sure it gets approved. If it is not approved, find out why and fix it. Often time it is payment or an issue with a judge or event.
 - For example, it took a few hoops to get the 4-6 month puppy application approved for the Regional show for 2020. This was because the host club also offered a 4-6 month puppy show during their all-breed show on the same day. AKC system saw this as a duplicate event. AEDCA 4-6 month puppy needed to be manually approved by AKC.
- AKC contact in 2021 was Damien Mitchell, however, it may be someone else in the future – Damien.Mitchell@akc.org
- You can submit the application before you have the judge panel completed. Judges can be added later.

Events/Activities in Conjunction with a National

- Judge Education – Required - need to provide a room and coordinate with the judge education committee on holding this event.
- Annual Meeting – Required - check with current president on what he/she needs. The board will run the meeting, but you need to have equipment and room

available. Estimate 2 hour – maybe longer if you have setup/take down time or a presentation.

- Awards Banquet / Auction
 - Awards banquet is required, but auction (live, silent, raffle, etc) is optional
 - Annual Awards Banquet typically includes some sort of fund-raising option. Can be your committee's choice on what to do – silent auction, live auction, raffle or combination.
 - Assist board with awards and what is needed – PA system, people to assist handing out awards.

Usually offered:

- Fund Raising – helps to offset cost of the National – this can be done throughout the weekend – at meeting, at functions, at ring, etc or just do it at the annual banquet.
- Parade of Titleholders – someone needs to coordinate this effort, rosette colors can be any colors the committee wants, rosette includes dog's registered name with titles, year, "parade of titleholders", AEDCA logo, AKC logo (optional). A colored brochure can also be included with photos of the participants and a paragraph or additional information about the dog (age, activities, something fun the owner and dog do together, etc)

Nice to have, but not required:

- Welcome or social events at show site or host hotel
- Top 10 or similar event
- Meet the breed
- Hospitality room for eskies only some show site venues have extra rooms that can be rented by the hour or day for people to come gather. You can offer snacks and/or drinks or have raffle items in these rooms.

Judge Selection

- Selecting the National conformation judge.
 - It is encouraged to select a judge from the membership balloted list if at all possible but it is not required. There are 3-5 judges included on the list. Obtain the list from AEDCA's recording secretary.
 - The following may be considered when deciding on a judge. Expenses, fees, able to also judge with all-breed club, location, American Eskimo Dog experience, other events he/she is approved for such as obedience, rally and/or agility.
 - Check what transportation options there are to and from the airport. Can the judge take a shuttle, car service, or will they need to rent a car or have a member transport.

- No judge shall be eligible to judge the National more than once every five years, except in the case of an emergency assignment.
- The judge selected must agree to not accept American Eskimo Dog assignments within 6 months prior to the National show dates.
 - Be sure to secure a judge as early as possible to avoid this conflict.
 - Ideally this includes not judging American Eskimo Dogs in UKC or any venue.
 - If the committee wants a judge that has already been hired to judge American Eskimos within the 6-month date range, the committee can decide to hire the judge.
 - All judges must be submitted to the board first for approval.
 - Do research to find out where the judge has been assigned and how far away the location is from the National location.
 - If the assignment is at a smaller show or a more remote area that doesn't get a lot of American Eskimo Dogs showing, this judge assignment may not have much of an impact.
- Show committee has full discretion of the list to be submitted to the board for approval.
- Show committee must compile their list of top 3 judges and submit it to AEDCA Board for approval prior to hiring. Include details about the judge list such as fees and expenses so the board understands the reason for the list order especially when different from the membership list order or the list includes a judge that has been hired to judge Eskies within 6 months prior to the National.
- Selecting Regional judges
 - Typically want to keep costs down for Regional judges.
 - It is recommended that you use a judge from the all-breed club panel OR check with the all-breed show chair to see if the judge you would like to hire can be used for the all-breed show also.
 - If the Regional committee opts to hire a separate judge, it is suggested to be sure the entries will be able to cover the costs.
- Selecting Sweepstakes, Junior Showmanship, and Non-licensed class judges
 - Contact the Judge's Education committee to get a list of judges who have attended a judge's education session.
 - Ask member judges to post a question on their judge boards asking if there are people looking for credit to judge American Eskimo Dogs.
 - Judges looking for credentials will waive fees and expenses in order to get a sweepstakes assignment.
 - 4-6 month beginner puppy judge could also be the Sweepstakes judge.
 - Non-licensed classes (brace, stud dog, brood bitch) can be assigned to the conformation judge or sweepstakes judge.

- Junior Showmanship can be assigned to the conformation judge or sweepstakes judge if they have AKC approval to judge Junior Showmanship.
- Judge Coordinator/Liaison Responsibilities include:
 - Send and receive contracts for judges (conformation, sweepstakes, obedience, others). (example at end of this document)
 - Communicate, show information, location, hotel, transportation, and logistics with the judge(s).
 - Ask host club where they are housing judges and if your judge(s) can be included in their room block and get transportation with the host club judges.
 - Ask host club if they will provide lunch for AEDCA judges. Offer for AEDCA to make a donation for these items. Most clubs are willing to include all specialty judges free of charge, but it is nice to offer.
 - Provide the AEDCA judge(s) name(s) to the host club to see if they can also use the judge for their show. If yes, the host club will typically split the cost of airfare and hotel fees.
 - All judges need to be approved by the board before the judge can be hired.
 - Judge gifts
 - There is no real guideline for this. If you know the judge, that helps. Ideas include:
 - \$25 gift card and a small extra trophy with the logo.
 - Breed specific item for judge
 - Goodie bag with various travel or fun things
 - Include a gift for ALL judges – gifts can be small – National, Regional, Sweepstakes, Junior Showmanship.
 - Include a gift for ring steward.

Trophies/Awards

- Trophies and ribbons are at the discretion of the committee.
 - They may include a specific specialty logo or the AEDCA logo – you must ask permission to use AEDCA logo from the board.
 - National trophy value should be of a higher value than the Regional, if offered, trophy values.
 - Trophy Chair will solicit donations for the National and Regional trophies.
 - See the Trophy List at the end of this document.
- Sweepstakes – see Sweepstakes Policy on how to divide money. The Sweepstakes payout needs to be worded as is in the show policy.

30% of total entry fees will be retained by the Club for expenses

60% will be divided in each class as follows:
First – 30% | Second – 15% | Third – 10% | Fourth – 5%

10% will be divided as follows:
Best in Sweepstakes – 60% | Best of Opposite Sex in Sweepstakes – 40%

Any un-awarded prize money from a class will be contributed to the Best in Sweepstakes Pool

- Ribbon Vendors:
 - Best of Bitches – <https://bestofbitches.com>
 - Curated Canines (ribbons and awards) – www.curatedcanines.net
 - Centaur ribbons in Canada - [Home | Centaur Ribbon World](#)
 - Cynsational by Cyndy - [Cynsational Award Ribbons \(cynsationalribbons.com\)](http://cynsationalawardribbons.com)
 - Hodges Badge Company - [Custom Awards | Award Ribbons | Award Medals | Recognition Awards \(hodgesbadge.com\)](#)
 - Baray offers a ribbon package with their services.
 - Onofrio offers a ribbon package with their services.

Logo

- The AEDCA Logo may be used for any National or Regional show. Permission is not needed from the board unless the logo is significantly altered. To obtain high resolution variations of the logo, contact the AEDCA Secretary.
- There is no policy in place to determine how much is reasonable to spend on a personalized logo.
 - Rule of thumb is to do additional fund raising or offer merchandise for sale to offset the cost of the logo creation.
 - Make sure the artist will give AEDCA full access to use the logo for merchandise, trophies or any other items.

Must Haves at the Ring/Show site

- Multiple copies of the Premium List
- Multiple copies of the Judging Program
- Office supplies: Pens, scotch tape, packing tape, masking tape, stapler & staples, extra paper, post-it notes, binder clips and/or paper clips
- Clean up: paper towels, kleenex, first aid kit, Clorox wipes or cleaning supplies, garbage and garbage bags, recycling
- Cell phone numbers for:
 - Superintendent on duty
 - All judges
 - All committee members

- Show chair or specialty liaison for host club
- Optional – Laptop & printer

Timeline Items

- Show Committee & Proposal to board – 2 years minimum
- Judge – National judge under contract ASAP to avoid them already having assignments. This will take coordination with host club if you want to be able to share expenses. Secure judge as soon as you have a committee and consent from board to have show.
- AKC Application (see attachment) - 18 weeks prior to closing date – get this done ASAP. 8 months in advance. Show application included notes below for corresponding pages:
 - Cover page – most likely choices:
 - Conformation is the main thing you will want. Sweeps can be included later in the document so no need to worry about standalone sweeps. You can choose to offer Junior Showmanship and/or 4-6 Month Puppy. You do not HAVE to offer these. Sweeps is always offered. Obedience depends if the host all-breed club is offering it or not and IF you want AEDCA to offer Obedience for eskies only on the same day.
 - Page 1 – mark the events you are offering (do not mark Sweepstakes here).
 - The event dates and closing date/time can be added now or later. If using the same superintendent as the all-breed club, it is advisable that you use their closing date/time.
 - Page 2
 - Yes to all questions under Additional Information.
 - No to Multiple Year option – this means that you will have the specialty at the same time/location as this year.
 - Page 3
 - Show Type
 - National Specialty for the National
 - Specialty for the Regional Specialty (if offered)
 - Yes to Junior Showmanship (if you want)
 - Yes to National Owner Handled Series (if you want)
 - No to Benched show
 - Specialty Shows
 - Indicate if it is Standalone, Concurrent or will be an Evening show.

- Please do not mark the Reserve Winners ARE NOT Eligible box
- Sweepstakes Info
 - Mark Yes for Sweeps
- Special Attractions
 - I don't believe you need one for Parade of Titleholders/Rescue, but the super may ask you if you are doing those for scheduling
 - You may need one for Stud Dog gallery if you plan to offer it at the show site.
 - If people want to offer special attractions for events like agility (rising stars or glory runs), they will need to get those in to the show chair of those activities
- Add judge info if known or update Online later
- Page 4
 - Fees – can be same as all-breed show or whatever.
 - Typically 25-35 for regular entry.
 - Often junior fee is waived or minimal - \$10.
 - Sweeps typically 10-15
 - 4-6 month puppy and non-licensed classes typically same as sweepstakes.
 - There is nothing set in stone for fees. Use your best judgement!
 - Option 1 – entries are allowed for the club's breed
 - Classes Offered & Judge Assignments – can leave this blank and do it online as it applies to your show.
- Page 5 – 4-6 month puppy – similar to page 4
 - Specialty
 - Fees/location/etc
 - Judge Assignment - Specialty Breed last row – or can update/add online later
- Page 6
 - We are currently a Licensed Club (not a Member Club)
 - \$50 for each specialty (you will need to do a second application for Regional if offered and that will also be \$50)
 - \$25 Four-Six Month Puppy add on
 - Total for 1 application offering 4-6 month puppy is \$75.
 - You can mail application without payment and have Tammy Powers go and pay it online after the fact. OR you can pay for the fees upfront and get reimbursed. Check with Tammy how she want request for reimbursement.

- Premium list – at least 4 months prior to show date, but possibly closer to 5 months.
 - Trophy selection, classes, judges, committee.
 - If using a different super or standalone, you will need Host Hotel, Grooming, Parking, directions, emergency services (people and vets), etc. If using the same Super, you can note in your items you send to super to use whatever is in Host Club premium.
 - If you incorporate AEDCA premium list with host club, this timeline WILL shorten – you may need to get host club information between 5-6 months in advance.
- Judging Program & Catalog
 - Superintendent will send a timeline of when you need to get ads in for the judging program and/or catalog. It is approximately 2 months prior to closing.
- Host Club
 - Get consent letter from them as soon as you have submitted your AKC applications. If you contact them soon enough, they will include AEDCA in their application paperwork to include AEDCA in their show.
 - Host club may require a contract.
 - Host club may want to be included on AEDCA insurance rider – ask Treasure for this to be done.
 - Host club will give Show Chair the timeline of when they need responses for table/chair orders, insurance rider, room scheduling, group parking or grooming reservations.

Judge Contract example

[date]



[Judge, judge #]

[Address]

[phone]

[Email]

Dear [Judge name],

Dog Conformation, Obedience and Rally National Specialty to be held on Saturday, August 14, 2021 in Enumclaw, Washington. Tentative schedule is Obedience & Rally in the morning and Conformation following the All-Breed show in the late afternoon.

Listed below are the conditions of our agreement. If everything is in order, would you please sign and return a copy of this letter to me (via email or regular postal).

Judging Fee: fee waived for conformation, obedience, and rally – Thank you

Expenses: 1 or 2 nights (as needed) hotel

*Round trip airfare – please reserve with option to reschedule.

Meals not provided by show or hotel

Airport parking

*Transportation – Please rent a car for your transportation needs to and from the airport (Seattle-Tacoma International Airport - SEA) and show site.

AED Restriction: As per our discussion, we request that you do not accept any judging assignments for American Eskimo Dogs six (6) months prior to our show date. This range would be February 14, 2021 – August 14, 2021.

In order to help our membership understand what we need to work on to better our breed, we request that you provide a written critique subsequent to your assignment to be published in our parent club newsletter after the National.

If you have any questions, please let me know.

Best Regards,

[show chair or judge's liaison]

[Address]

[phone]

[Email]

Please sign and date below that you accept this contract to hire as written. You may use an electronic (typed) signature or gif/jpg/etc image of your signature, or print and scan this document, or mail back. You may email this back to [name] at [email] or mail to:

[address]

Judge: Name, #

Signed in acceptance of the above assignment and terms

Date

Sweeps Judge Contract example

[Date]

[Judge, judge #]
[Address]
[phone]
[Email]



Dear [Judge name],

We are very pleased that you have agreed to judge our forthcoming American Eskimo Dog National Specialty Sweepstakes to be held at the Enumclaw Expo Center in Enumclaw, Washington on August 14, 2021. We will be offering puppy and veterans sweeps.

Our National show will be scheduled late afternoon on Saturday (following the all-breed show). The show will be indoors. We will start with Sweepstakes, followed by the regular and non-regular classes.

As per our agreement, we will not be reimbursing you for any expenses or paying judging fees. However, we do invite you to participate in the judge's lunch available on Saturday with the Sammamish Kennel Club.

We hope this assignment will help you in your quest to become licensed to judge American Eskimo Dogs. If you need to spend the night on Saturday, you are welcome to use one of our block of rooms at the Comfort Suites in Auburn. Block is under AEDCA.

If everything is in order, can you please sign and return a copy of this letter to me (electronic or via postal service).

Best Regards,

[show chair or judge's liaison]
[Address]
[phone]
[Email]

Please sign and date below that you accept this contract to hire as written. You may use an electronic (typed) signature or gif/jpg/etc image of your signature, or print and scan this document, or mail back. You may email this back to [name] at [email] or mail to:

[address]

Judge: Name, #

Signed in acceptance of the above assignment and terms

Date

Trophy List Example

Win	National	Regional
Best of Breed	AEDCA	
Best of Winners		
Best of Opposite	AEDCA	
Select Dog		
Select Bitch		
*Award of Merit 1		
*Award of Merit 2		
*Award of Merit 3		
*Award of Merit 4		
*Award of Merit 5		
Best Owner Handled		
Best Bred By Exhibitor All		
Best Bred By Exhibitor from Classes		
Best Puppy		
Best Veteran		
Veteran Dog 7-10 years 1 st Place		
Veteran Dog 10-13 years 1 st Place		
Veteran Dog 13+ years 1 st Place		
Veteran Bitch 7-10 years 1 st Place		
Veteran Bitch 10-13 years 1 st Place		
Veteran Bitch 13+ years 1 st Place		
Winners Dog		
Reserve Winners Dog		
Open Standard Dog 1 st Place		
Open Miniature Dog 1 st Place		
Open Toy Dog 1 st Place		
Amateur Owner Handler Dog 1 st Place		
Novice Dog 1 st Place		
American Bred Dog 1 st Place		
Bred By Exhibitor Adult Dog 1 st Place		
Bred By Exhibitor Puppy Dog 1 st Place		
6-9 Month Puppy Dog 1 st Place		
9-12 Month Puppy Dog 1 st Place		
12-18 Month Puppy Dog 1 st Place		
Winners Bitch		
Reserve Winners Bitch		
Open Standard Bitch 1 st Place		
Open Miniature Bitch 1 st Place		
Open Toy Bitch 1 st Place		
Amateur Owner Handler Bitch 1 st Place		
Novice Bitch 1 st Place		
American Bred Bitch 1 st Place		

Bred By Exhibitor Adult Bitch 1 st Place		
Bred By Exhibitor Puppy Bitch 1 st Place		
6-9 Month Puppy Bitch 1 st Place		
9-12 Month Puppy Bitch 1 st Place		
12-18 Month Puppy Bitch 1 st Place		
Best 4-6 Month Beginner Puppy		
Best Brace		N/A
Best Stud Dog		N/A
Best Brood Bitch		N/A
Best Futurity		
Veteran Dog Sweeps 7-10 years 1 st Place		
Veteran Dog Sweeps 10-13 yrs 1 st Place		
Veteran Dog Sweeps 13+ years 1 st Place		
Veteran Bitch Sweeps 7-10 years 1 st Place		
Veteran Bitch Sweeps 10-13 yrs 1 st Place		
Veteran Bitch Sweeps 13+ years 1 st Place		
Best Veteran in Sweepstakes		
Best of Opposite Veteran in Sweepstakes		
Puppy Dog Sweeps 6-9 months 1 st Place		
Puppy Dog Sweeps 9-12 months 1 st Place		
Puppy Dog Sweeps 12-18 mo 1 st Place		
Puppy Bitch Sweeps 6-9 months 1 st Place		
Puppy Bitch Sweeps 9-12 mo 1 st Place		
Puppy Bitch Sweeps 12-18 mo 1 st Place		
Best Puppy in Sweepstakes		
Best of Opposite Puppy in Sweepstakes		
**Junior Showmanship		
Novice Junior 1 st Place		
Novice Intermediate 1 st Place		
Novice Senior 1 st Place		
Open Junior 1 st Place		
Open Intermediate 1 st Place		
Open Senior 1 st Place		
Master 1 st Place		
Best Junior		
Reserve Best Junior		

**Award of Merit (AOM) is based on the number of dogs entered at the show. I was unable to find a policy on AOM. Is it ALL dogs entered or only those entered for Best of Breed Competition. I cannot find the breakdown (example every 10 dogs = 1 AOM? 8 dogs? Etc)*

***As a rule, we have very few juniors unfortunately. Do not get prizes for all possible classes. Be ready to add other trophies if needed or purchase trophies that can be repurposed for another event.*

Ribbon Colors and Guidelines

Note the ribbon colors and guidelines below. Always verify with AKC Rules and Regulations in the event ribbons colors or options have changed. [Rules, Regulations & Policies – American Kennel Club](#)

Any/All ribbons that are not required MUST be explicitly added and explained in the premium list(s). Those that are for American Eskimo dogs only, must also be explicitly stated in the premium especially when it is a Designated Specialty. For example, the Obedience Premium must state that the Highest Scoring American Eskimo Dog in Regular Class will receive XYZ to avoid confusion and the award/rosette going to a different breed by mistake of wording.

- Conformation / National Awards - [CONF RULES](#)
 - Best of Breed – purple and gold
 - Best of Winners –blue and white
 - Best Opposite Sex – red and white
 - Select Dog/Bitch – light blue and white
 - Best of Breed Owner Handled – burgundy
 - Winners Dog/Bitch – dark purple
 - Reserve Winners Dog/Bitch – dark purple and white
 - 1st – 4th Place Regular classes – Blue, Red, Yellow, White
 - 1st – 4th Non-Licensed Classes – Rose, Brown, Light Green, Gray
 - Best Junior – green and pink - [JR SHOW RULES](#)
 - Reserve Best Junior – gray and pink
 - Best 4-6 month puppy – Orange
 - Best Opposite Sex 4-6 month puppy – Lavender
 - Best in Sweepstakes or Futurity – Pink and Green
 - Best Opposite Sex in Sweepstakes or Futurity - Lavender
 - The following list of awards may have any color(s) of ribbon/rosette that is not already assigned above. AKC recommends dark green, but it is not a required color.
 - Award of Merit
 - Best Stud Dog
 - Best Brood Bitch
 - Best Brace
 - Best Generations
 - Best Puppy
 - Best Bred By Exhibitor from the Classes
 - Best Bred By Exhibitor All dogs (includes BOB and Veterans)
 - Best Veteran
- All ribbon colors above may have accent ribbons as long as the accent is minimal and the main color(s) are predominant.

- For single color awards (Winners) it is recommended that a like color be used such as a lighter purple or accent ribbon with a base color in the purple family.
- Avoid an accent ribbon that would be too close to another award. For example - Winners ribbon, do not use an accent ribbon with a base color of white or yellow/gold as those colors would conflict with Reserve Winners and/or BOB.
- Parade of Title Holders – any colors including any combinations above.
- Title Ribbons
 - No restrictions. Any colors including any combinations above.
 - In the past, we used Red, White and Blue or Red, Blue and Yellow (AEDCA logo colors).
 - Tabs – you may opt to include specific award table with the title win (Grand Champion, Champion, Companion Dog (obedience), Master Excellent (agility), etc.
 - Scent Work – note that if all-breed (or any) Scent Work trial is offered, it is expected for the club to provide levels of Title ribbons. One level for an element (example: novice containers) and one for getting all elements for a level (Over All Novice).
- Obedience & Rally - [OBED RULES](#) (obedience) [RALLY RULES](#) (rally)
 - Required
 - Highest Scoring Dog in Regular Class (regular or preferred) – Blue and Gold
 - High Combined Score in Open B and Utility (regular or preferred) – Blue and Green
 - High Triple Score (Advanced B, Excellent B, Master) – Blue and Red
 - Highest Combined score in Advanced B and Excellent – Blue and Green
 - 1st - 4th – blue, red, yellow, white
 - Qualify – teal/dark green
 - OTCH, RACH – not required, but expected – if doing this as a Designated Specialty the host club will provide these rosettes. No restrictions, any color(s).
 - Optional
 - High in Class - No restrictions, any color(s).
- Agility – see Agility rule book for ribbon/rosette specifications - [AGILITY RULES](#)
 - Required ribbons:
 - 1st - 4th – blue, red, yellow, white
 - Qualify – teal/dark green

- MACH/PACH – not required, but expected – if doing this as a Designated Specialty the host club will provide these rosettes. No restrictions, any color(s).
 - Optional ribbons:
 - High in Trial – no restrictions, any color(s)
 - High in Class – no restrictions, any color(s)
- FastCat – see FastCat and Coursing Rules - [CAT FASTCAT](#)
 - Required
 - Qualify – light blue
 - Title Ribbons (FCAT, DCAT, BCAT) – not required, but expected. These would be tiered in value (BCAT, DCAT, FCAT (nicest)).
 - Optional
 - Title Ribbons (FCAT, DCAT, BCAT) – not required, but expected. These would be tiered in value (BCAT, DCAT, FCAT (nicest)).
 - Fun additional rosettes may be Fastest Eskie in Height Division and Slowest Eskie in height division (Turtle award). Not Required.
- Scent Work – see Scent Work rules - [Scent Work Rules](#)
 - Required
 - 1st - 4th – blue, red, yellow, white
 - Qualifying – dark green (rosettes may have white center streamer and white button)
 - Optional
 - High in Trial – may be offered if more than one element is offered (container, exterior, interior, or buried) – no color restrictions.
 - High Combined
 - Title rosette for earning 3 qualifying scores in an element
 - Title rosette for earning a title in container, exterior, interior and buried in same difficult level (Novice, Advanced, etc).
- For any other events not listed above, please refer to the AKC Policies page - [Rules, Regulations & Policies – American Kennel Club](#)

Show Committee Tasks Flow Chart

