

AHBA NEVADA JACKPOT TRIAL – ORGANIZATION STEPS

1. Choose trial theme.
2. Choose trial chairman, trial secretary and course director.
3. Inform membership of these choices via the WASCON Yahoo Group.
4. Choose and contact AHBA judges. AHBA judges' list is found here:
<http://www.ahba-herding.org/MainPage.php?AreaName=JudgesList>
5. Draw up course map and directions.
6. Confirm judges and send judges' contracts.
7. Create premium and entry form, and post these, along with course map/directions, on WASCON website. (*webmaster is Doug Hill dhill@ctar.us*) Notify WASCON membership of their availability. Blank premiums are uploaded to the WASCON Yahoo group, here:
<http://pets.groups.yahoo.com/group/WASCON/files/Event%20Info%20and%20Entry%20Forms>
8. Send in AHBA sanctioning form, course map, directions and Club check. Sanctioning forms are to be found here:
<http://www.ahba-herding.org/MainPage.php?AreaName=FormRequest>

Forms shall be mailed to:
Carol Lorenzon
3767 W. 136th St.
Cleveland, OH 44111-4432
216-941-6330 email: codywink@aol.com
9. Confirm judges and send judges' contracts.
10. Club Treasurer will book judge's flights and coordinate their travel arrangements, including airport pickup and delivery to trial site, and will also book their motel reservations here.
(*Motel used is the Westerner at 1353 Hwy 395, Gardnerville, NV. 1-775-782-3602*)
11. Designate chief stock handler and hospitality chair. Stock Handler procures stock for this trial.
12. If no one person wishes to act as hospitality chair, any volunteer hospitality committee shall coordinate together and keep the Trial Chairman advised of their planning. Potluck is recommended for ease of coordination.

13. Order ribbons and awards, including ESSE Award and qualifying ribbons. (Centaur Awards <http://centaurawards.com>). *Sylvia Arnett is present awards coordinator, 775-782-6001*
14. Double check that judges are in place and their travel and lodgings are confirmed.
15. Check in with Hospitality, confirm planning and address any questions and concerns.
16. Prepare catalogue. *Sylvia Arnett is present catalogue coordinator. Her phone: 775 782-6001*
17. Confirm hospitality planning in its final form. (Potluck, order out, or whatever.)
18. Advertise trial with other clubs and trial listings. (Need info here on where/how to do this.)
19. Set a work date for course set up, site cleaning, tarp placement and theme decorations.
Make sure herding trial signs are placed at top of road.
20. Check and make sure ribbon delivery is correct at least 2 weeks before trial.
21. Chief stock handler to contact/confirm assistants.
22. Trial Secretary to confirm entries, send out schedule, run order, number of participants.
23. Prepare score sheets and take to printer 10 days in advance. (For AHBA, score sheets must be 2 copies, one white, one yellow.)

ABE Printing and Copy Center
1679 Highway 395 #1
Minden, NV 89423
(775) 783-8559
24. Vaccinate sheep 10 before trial.
25. Remind membership of the work-day to set up for the trial.
26. Get judges' gifts. (\$25 gift cards from Amazon or Home Depot are a suggestion.)
27. Order the Porta-Potties. Nevada Johns: 775-887-5646
28. Re-remind membership of the work day to set up for the trial.
29. Gather clip boards, pens, grease boards, stop watches, etc. and any accoutrements needed for theme related use(such as ribbons for sheep) in the Jackpot Trial.

30. Confirm purchase of drinks and water for judges and crew and gather ice chests to put them in.
31. AFTER THE TRIAL: Take down tarps, pop ups, decorations and trial/herding signs for safekeeping.
32. Within thirty (30) days after the trial, the Trial Secretary shall fill out and send in Trial Recording forms for all qualifying dogs. One form for each run, with registration numbers for each dog. Trial Secretary shall fill out and send in Trial Report form, as well. These forms are available here: <http://www.ahba-herding.org/MainPage.php?AreaName=FormRequest>

And shall be sent here:

AHBA Sanction Coordinator

Carol Lorenzon

3767 W. 136th St.

Cleveland, OH 44111-4432

Phone: 216-941-6330

Email: codywink@aol.com