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LRC 2013 NATIONAL SPECIALTY EVENTS WEEK- POLICY REVIEW 11-30-13

AGILITY

Comments: Entries for the two trials exceeded expectations so the income was higher than projected. However, renting agility equipment and paying stewards added to the expenses so the net profit was down considerably from 2012.

Recommendations: If possible, rent sites that provide ring set-ups and equipment or use sites where local clubs will either loan equipment or rent at nominal "wear and tear" rate. Use local club members to steward instead of paying for those services.

BANQUETS & BUFFETS

Comments: LRC offered one pre-order/pre-pay BBQ. Thanks to generous cash donations from Alaska LRC and Puget Sound LRA, this dinner was reasonably priced and all expenses covered. A total of 122 people attended the BBQ...102 paid and 21 complimentary (chairs and judges). Everyone enjoyed a great BBQ meal plus a fun "games and prize" time.

Recommendations: Offer meals on-site whenever feasible...it usually saves money and the exhibitors welcome the convenience. Price the meals to cover the caterer and all associated costs. The final costs, in addition to meals, can include ice, drinks, desserts, tablecloths, plates, flatware, taxes, gratuities, permits, decorations, canopies, table or chair rentals, room or facility rentals, portable sanitation units, night-time lighting and heating.

CATALOGS

Comments: Catalog advertising prices were reduced this year to encourage more participants. There were more ads placed than in 2012, but due to reduced rates the income increased only slightly over 2013. Sales were a bit higher this year with a total of 130 catalogs being sold...58 pre-ordered and 41 on site. Approximately 50 catalogs were distributed to judges, chairs, advertisers, AKC and others.

Recommendations: Continue to offer the 2013 rates to encourage more advertisements. Negotiate with the Superintendent to keep catalog production numbers to a reasonable level for the time zone.

CONFORMATION/OBEDIENCE/RALLY

Comments: The Parent Club Specialty ended with a substantial profit while the National Specialty ended with a minimal loss. The Obedience and Rally Trials both had significant losses. Conformation entries were considerably less than projected, but Obedience and Rally entries were on target. Judges for the National and Parent Club Specialties were inter-changed to economize on expenses. Superintendent fees, facility rental and judges' expenses are the major cost factors for these events.

Recommendations: Agility, Obedience and Rally are events where it is standard practice to pay

judging fees. It is also becoming more common for conformation judges to request fees. LRC will have to take these factors into consideration when developing future budgets. Use local judges and husband/wife judging teams whenever practical. If one conformation show is being offered, hire one judge unless the anticipated entries justify two. If a Parent Club Specialty and a National Specialty are planned then two judges should be sufficient to cover both events. The Sweepstakes judge(s) should be hosted for no more than two nights and not drawn from a distance requiring expensive travel. Keep in mind, that if driving, many judges are no longer willing to accept gas reimbursement, but expect the IRS standard mileage rate, which is far more expensive. Pre-plan judges' meals to control expenses. Hosting judges at LRC sponsored dinners is efficient and reduces meal expenses. When a private Judges' dinner is given, pay for no more than two hosts and the judges. A diplomatic way to avoid paying for the meals of others who attend a judges' dinner is to request a separate check at the very beginning and identify the people. Most restaurants have no problem producing separate checks and it will establish to all present which dinners LRC is sponsoring. This will avoid awkward moments at the end of the meal.

HOSPITALITY - GENERAL

Comments: Hospitality is the main avenue for making exhibitors and volunteers feel welcome plus setting the mood for an enjoyable time. Volunteers are especially important to the overall success or failure of the National Specialty Events Week. This year volunteers were recognized at a hosted "Directors' Volunteer Party" in place of the "Meet & Greet" reception held in past years. The "Volunteer Party" offered the opportunity for the Directors to express their personal thanks to all the workers who planned and staged the Events Week. Light appetizers were served and special volunteer pins awarded. Volunteers also received lunch each day they worked, volunteer t-shirts and complimentary exhibitor bags containing a logo pin and other goodies. If a volunteer hosted a judge for dinner, that volunteer received a complimentary meal. If a volunteer had to use his or her vehicle to transport judges to and from the airport or hotel, they received gas or mileage reimbursement. Event Chairs were hosted at the BBQ with complimentary meals.

Recommendations: Continue to develop ways to recognize the workers who contribute so much to the Events Week. In addition to the Directors' Volunteer Party, certificates of recognition could be presented along with the volunteer pins. Consider giving Volunteer t-shirts again or a credit slip for a complimentary logo shirt.

HOSPITALITY - JUDGES

Comments: Judges hospitality has been an on-going problem for years. Again this year it was not carried out properly. Judges travel arrangements were not coordinated so one judge rented a car at an additional expense to LRC and another was unaware of the airport pickup arrangements until the last minute.

Recommendations: Appoint a Judges Hospitality Chair to be responsible for coordinating with the Major Chairs all of the hosting arrangement for the Judges. This should include travel arrangements (to and from home, airport or show site) lunches, dinners, ringside refreshments and any other special requirements. It would be prudent to have back-up personal available for this and all Major Chair positions.

HOSPITALITY - MORNING & AFTERNOON REFRESHMENTS AND LUNCHESES

Comments: The daily refreshments and lunches were outstanding and reasonably priced. The afternoon snacks were a special treat made and served by volunteers. A lot of thought went into the hospitality and it showed. Special thanks to Zoelea Vey, Alaska LRC for donating salmon that was prepared and served several ways and thoroughly enjoyed by all.

Recommendations: If possible, contract with a caterer to provide onsite lunches and dinners. Offer morning and afternoon refreshments as these treats are a welcomed hospitality gesture. Chairs and volunteers must understand the financial resources available for hospitality and be prepared to work within the guidelines. Soliciting donations to enhance the hospitality offerings is encouraged whenever appropriate.

HUNTING TEST/WORKING CERTIFICATE/CONFORMATION CERTIFICATE

Comments: These events normally produce a modest profit, however, this year the margin was much lower because of reduced entries.

Recommendations: Use local judges, husband/wife judging teams and/or Directors whenever practical to reduce expenses. Judges should not be selected if their travel expenses will be excessive. Judges' compensation should be limited to their gift and no fees paid. The amount to be paid workers, facility or equipment rental should be approved in advance by the Event Liaison and Event Treasurer. Lunches should be limited to workers and judges. Solicit sponsors for ammo and other items whenever appropriate.

MERCHANDISE

Comments: A limited number of logo shirts in addition to the pre-orders was ordered to avoid having excess unsold inventory. This year we sold almost all the stock. We staggered the sales quantity each day to ensure items were available for the exhibitors arriving on Wednesday. Limiting the stock to one color and no more than one type t-shirt and sweatshirt has proven to be the best option.

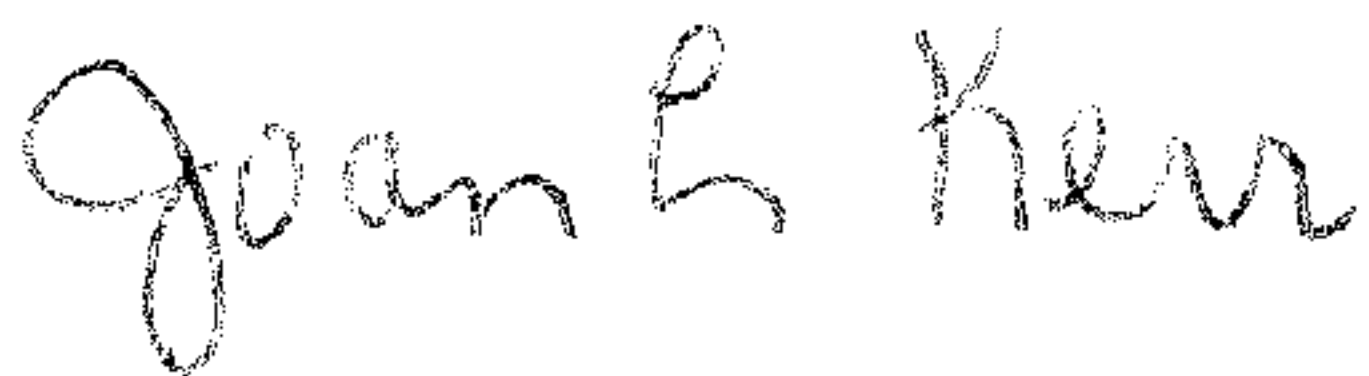
Recommendations: Continue to offer a pre-purchase option and be conservative when placing the stock order. Limit the stock to one color and no more than one type t-shirt and one type sweatshirt. Watch the logo colors as the screening process can be expensive. Limit the quantity of stock placed on sale Monday and Tuesday so shirts are available to sell on Wednesday.

TRACKING TEST

Comments: Everyone should recognize that the Tracking Test entry fees will never offset the expenses because of the AKC entry limitations and test grounds availability. This year's Tracking Test loss was minimal and only half of what was anticipated.

Recommendations: Continue to offer this program as an important component of the National Specialty Events Week. Selection of judges who do not require excessive travel expenses or plan to be on site will help the overall cost of this event.

Respectfully submitted,



Joan L. Kerr