



NE Regional Specialty/Sweepstakes Event Guidelines and Timeline

April

- Begin planning for the event:
 - request Celtic Cluster Agreement for Specialty Clubs
 - present documents to the CBC Board
 - select Breed and Sweepstake judges
 - request Judges' panel from Celtic Cluster Specialty Coordinator
 - compare Celtic Cluster list with CBC List
 - present findings to the CBC Board
 - recommend Sweepstakes judges to the CBC Board*
- CBC Board approves Breed and Sweepstake judges' selection
- Email/mail a written invitation to the Sweepstake judge containing:
 - our club name, name of the cluster, location of event (city/state)
 - date of Sweepstake judging assignment
 - specifically what expenses are covered by the CBC

****Sweepstakes judges are offered one night lodging and invited to dinner with the club.***
- Secure a written response* from the Sweepstake judge:
 - accepting the assignment
 - his/her contact information - address, phone, email

****You will need this letter/email in the future to include with other applications.***

May

- Fill out and submit the **CBC** Event Application and Preliminary Financial forms to the CBC Board for review and approval. *
- *Forms are on the CBC website, www.colonialbloodhoundclub.org***
- Present selected judges' names to the Celtic Cluster Specialty Coordinator no later than **May 15th**.
- Assemble your event committee chairs
 - Trophy and Rosettes – includes trophy selection and solicitation of donations
 - Premium List content submission/review/edit
 - Judges' gifts
 - Hospitality (breakfast, lunch and Friday/Saturday dinner)
 - Decorations – hospitality room and ringside
 - Hospitality room set-up
 - Fundraising-
 - Auction
 - Raffle(s)
 - Other
 - Advertising
 - general event flyer
 - trophy donation flyer
 - meal information and reservations
 - other (special Raffle items)

- find out submission deadlines for ABC Bulletin/Newsletter
- Member Education and Seminar
 - topic (fee?)
 - presenter (cost?)
 - schedule room (time)/AV equipment
- Judges Education and Ringside Mentoring
 - contact ABC Judges Education Coordinator for availability and/or *approved* Parent Club presenter in the area.
 - schedule approved ABC Mentors for ringside mentoring
 - cordon off a seating area of the ring for judges & mentors
 - schedule room availability
 - AV equipment/handouts/Illustrated Standards
- Prepare the event Budget based on the Preliminary Financial forms

June

- CBC Board approval of the Regional/Sweepstake event
- Following the email/written notice of CBC Board approval:
 - fill out and submit the **ABC** Event Application and Preliminary Financial forms to the ECC for ABC Board review and approval.*

****Allow a minimum of 60 days for approval after the paperwork is submitted to the ECC. The ABC Event and Preliminary Financial Application forms are available on the ABC website, www.americanbloodhoundclub.org.***

August

- ABC Board approves the Regional event
- EEC Chair sends the ABC Event and Financial Application to the ABC Corresponding Secretary for AKC submission
- Begin designing your advertising flyers
 - submit your flyers for CBC Board approval
 - submit approved flyers to ABC publications, CBC Facebook page
 - start soliciting donations for trophies

September

- AKC approval
- Continue to solicit for trophy donations
- Update the CBC Board on the progress of your committee Chairs and event plans

October

- **October 1**
 - Celtic Cluster requires any special event requests
 - Celtic Cluster requires sweepstake and non-regular class information
 - Celtic Cluster requires sweepstake judge information and AKC event approval
- Continue to solicit for trophy donations
- Update the CBC Board on the progress of your committee Chairs and event plans

November

- **November 1** – Celtic Cluster requires submission of premium list information, including trophies to Rau

- Update the CBC Board on the progress of your committee Chairs and event plans
- If attending the fall General Meeting, prepare an update to share with members

January

- **January 15** – Celtic Cluster requires the Premium List to be issued by Rau
- The Celtic Cluster provides specialty clubs a free ad in the catalog
 - by **January 5th** submit a proposed ad to the CBC Board for approval
 - by **January 25th** submit the CBC ad to Rau for the Catalog

February

- **February 1** – Celtic Cluster requires catalog advertisements to Rau
- update the CBC Board on the progress of your committee Chairs and event plans
- check in with your Sweepstake judge to confirm that he/she has his/her hotel reservation and is again made aware of the invitation to the club dinner meal (where, time, etc.)

March

- Make sure that all trophies listed in the premium list are available and accounted for by your trophy chair
 - confirm with your trophy chair that he/she has received the pewter trivets for BOB, BOS, WD & WB from the ABC
 - if offered, confirm with your trophy chair that any regional commemorative trophies are available and accounted for
- Make sure that the Club banner is available and accounted for to display at the event
- Make sure that the Club table cloths are available and accounted for to use on the trophy table(s)
- Confirm that the judge's gifts are available and accounted for
- If the Sweepstake judge is coming to the dinner meal, assign one or two people to sit with him/her at dinner and make them feel welcome
- If you expect a judge to make any type of comments at the dinner meal, or write up any comments for the Bulletin article, put it in writing with your invitation letter, and remind him/her in February when you check in with them
- **Regional Specialty/Sweepstake event held**
 - make sure that all trophies won were received. if a trophy is a painting of the winning hound, or an item that requires a later delivery to the owner in order to process the item, the trophy must be completed within 60 days of the win and delivered to the owner within 30 days of its completion. The CBC Board will be notified immediately if there is any problem with meeting this 90-day time frame.
 - collect any outstanding receipts from your Chairs to complete your final financial reports

May / June

- A final Financial Report must be presented to the CBC Board prior to being filed with the ECC.
- Supported Event - A final Financial Report must be filed with the ECC within 60 days
- Regional Specialty Event - A final Financial Report must be filed with the ECC within 90 days.

- Final Reporting is the responsibility of the Event Chair.
- Complete final financial reports within 60 days after the event is held and submit them to the CBC Treasurer

I/We _____
(print name/s)

Chair(s) of the Regional Specialty/Sweepstake event have read the above Guidelines and Timeline information. I/We agree to follow to the best of our ability these Guidelines and meet the month and date schedules listed here. I/We will update the Board monthly on event plans and progress as well as notify the Board of any possible concerns promptly.

Signed _____ Date _____

Signed _____ Date _____