



## Off Leash Show Services

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*Although I am new to Show Secretary services, I am not new to dog shows. I showed my first show dog in 1982 and so having “gone to the dogs”, have been around ever since! I have been mentored by Pat Button, who has provided excellent show secretary services for 27 years.*

*In order to offer the best service, ease of entry and payment, and accuracy of all information, Off Leash Show Services uses the services of DogShow.ca*

*To ensure that your show runs smoothly and efficiently, Off Leash Show Services will provide the following:*

- ✓ *Premium list (will assemble the premium list, in conference with a Club spokesperson, with all necessary information, and submit for publishing on the appropriate websites.*
- ✓ *Assemble and distribute the Show catalogues*
- ✓ *Armbands (acquire and distribute)*
- ✓ *Prepare the Judging schedule and distribute to exhibitors*
- ✓ *All applications to CKC*
- ✓ *All show-related correspondence with the CKC*
- ✓ *Ordering of show supplies from the CKC*
- ✓ *Processing of entries*
- ✓ *Accurate and timely recording of show/trial results and submission to CKC of all Judge’s books, score sheets, etc*
- ✓ *Compilation of CKC Recording Fees charges*

- ✓ Correspondence with judges, upon request
- ✓ Remittance of income periodically, as it comes in \*(all moneys coming in via credit card will be directly deposited into the Club's bank account from the STRIPE account that I have through my affiliation with DogShow.ca)
- ✓ Accurate account of expenses incurred
- ✓ Any other duties not listed can be discussed.

The Club is responsible for:

- ✓ Hiring and contracting their judges.
- ✓ Looking after the Rosette and Ribbon order.
- ✓ Arranging for my lodging/meals for the duration of the event, and costs regarding travel expenses
- ✓ Arranging for judges transportation/lodging/meals

My fees and charges are:

- ✓ \$2.00 per official entry per show.
- ✓ All expenses I incur that pertain to the show. (Photocopying, postage, etc).

As well, I am always available to answer any questions and work closely with club members and exhibitors in a prompt and courteous manner.

For further information please call – I'd be happy to talk to you about all your club's show secretarial needs.

Karen