



Off Leash Show Services

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I have been providing professional Show Secretary services to clubs in Saskatchewan and Alberta for 10+ years. I am not new to dog shows as I showed my first show dog in 1982 and so having “gone to the dogs”, have been around ever since! I was mentored by Pat Button, who 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 make available for distribution the Show catalogues to all who is required to have a copy. Catalogues can be printed by Off Leash Services OR can be printed by the Club if they so choose.
- ✓ 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
- ✓ Manning the Show Secretary table at the event
- ✓ 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, INTERAC or E-transfer 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:

- ✓ Looking after the Rosette and Ribbon order (information re: numbers to be provided by Off Leash Services upon closing)
- ✓ Arranging for my lodging/meals for the duration of the event, and costs regarding travel expenses

My fees and charges are:

- ✓ \$2.50 per official entry per show.
- ✓ All expenses I incur that pertain to the show. (Photocopying, postage, printing, 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