

Task	Personal Responsible	Status	MNRC (As Advisor Only)	Comment
Presents a budget as a part of proposal at WBM				
Obtain previous years proposal with preliminary budgets from other host committees			MNRC Treas	
Budget template			MN Treas	Have all quotes in by June if possible
Locate Event Venues				
For Test Grounds			Chief Marshal	
For Annual Meeting			President	
For Handler's Dinner, Worker's Appreciation			President	
Identify and suggest location(s) for MN store			CSL	
Sign lease (if needed)			Treasurer	
Training Properties				
Obtain pre-trial training ground owner's information for insurance waivers			Treasurer	
Obtain pictures and GPS coordinates for catalogs			Communications Dir	
Obtain land owner names info for catalog			N/A	
Procure and disperse signes made for each Training property			N/A	Host Club
Devise system for draw and person to run the draw			N/A	Host Club
Ensure inspection and removal of all birds and signs from Training properties			N/A	Host Club
Conduct post training inspection walk thru with Property Owner			N/A	Host Club
Training Catalog				
Obtain Training Catalog from previous years			N/A	Previous Years Chair
Solicit Ads from locate businesses			N/A	
Obtain business cared for Ads in catalog			N/A	
Track donations for Ads			N/A	
Obtain and provide emergency services info (includes local Veterinarians')			N/A	
Write opening Welcome Note for Catalog			N/A	
Coordinate editor and publisher of catalog			N/A	
Arrange for Proof to be examined			N/A	
Obain contract for services			N/A	Consult CSL for number of copies if printed
Ensure Delivery of catalogs one week prior to event			N/A	
Obtain and pay invoice for services provided			N/A	

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Obtain HQ Hotel for Board				
Locate and Suggest Hotel for board, judges, and Assistant Stake Chair			Travel Consultant	
Laundry Services for Judges			N/A	Wash and Fold Service? Or On Site Laundry Machines
Breakfast before 6AM			N/A	
Locate Conference Meeting Rooms in Hotel			N/A	allow for Judges hospitiatlity Room
Make Travel Arrangements				
Provide flight arrangements, rental cars, and similar items for Board member, Judges and assistant stake marshals			Travel Consultant	
Locate Off Site Storage				
Arrange for storage container or POD (equivalent to 40' Conex Box)			Chief Marshal & CSL	Bibs, hats, handler bages, plates, ribbons, bands, ammo, field equipment
Locate facility and costs			Chief Marshal & CSL	
Handle arriving pallets of supplies	CSL		CSL	
Welcome Baskets for Judges at Hotel:				
Procure local items for judges arrival			N/A	May be reimbursed up to \$1000 by Master National if requested
Judges Welcome Baskets in hotel room			Club Hospitality & CSL	
Opening Ceremonies and Dinner				
Determine location,them and décor			President & HC Hospitality Chair	
Estimate budget and list supplies needed			Treasurer/CSL	
Obtain fans/lighting if necessary			President & HC	
Microphone, speakers, and projection screens			President & HC	
Contract with table/chair vendor			President & HC	
Obtain bathroom facilities if necessary			President & HC	
Lay out auction/raffle items with CSL			CSLC	If Needed
Determine food/bar with caterer			President & HC	
Auctioneer services if needed			CSLC	
Locate vocalist for National Anthem (Open Ceremony only)			President & HC	
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Opening Ceremonies and Dinner (continued)				
Procure volunteers to help with décor			President & HC	
Silent Auction set up			CSLC	IF NEEDED
Assist MN Treasurer in revenue tracking for auction(s)			CSLC	IF NEEDED
Devise system for raffle tickets, sales and revenue tracking (if needed)			Treasurer	
Handers Meeting				
Assist MNRC in determining location			President & Chief Marshal	
Obtain Chamber of Commerce visitor center info for stuffing handler bags with volunteer help (1-2 days prior to event)			N/A	
The CSLC and the host chair has the responsibility for handler's registration; includes stuffing handler's bags.			CSLC	
Bitch Check				
Identify Location			Event Secretary	
Determine costs if any			Event Sec & Pres	
Workers Appreciation Party				
Determine location, theme and décor			President & HC	Only if Auction or Raffle is done
Estimate budget and list supplies needed			President & HC	
Obtain fans/lighting if necessary			President & HC	
Microphone, speakers, and projection screens			President & HC	
Contract with chair/table vendor			President & HC	
Obtain bathroom facilities if necessary			President & HC	
Lay out auction/raffle items with CSLC			CSLC	
Determine food/bar with caterer			President & HC	
Procure volunteers to help with décor			CSLC	
Devise system for raffle tickets, sales and revenue tracking (if needed)			Treasurer	
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Hotels/RV Sites for Host Committee and Participants				

Try to obtain some comped sites (volunteer workers & club workers)			N/A	
Obtain Needed Vehicles				
Judges Vehicles (Shared?) Research possible donation for judges' use Quads or ATVs for tests with trailers (one per stake)			Travel Consultant	UHAUL BOX TRAILERS ?
Locate business to rent trailers for each stake			Chief Marshal	
			Chief Marshal & Trvl Cons.	
Auction/Donations (In Person or Online?) OPTIONAL				
Obtain donations				
Provide donation letters to providers				
Work with CSLC on auction items			CSLC	IF NEEDED
Procure means to track host club donations			Treas	IF NEEDED
Send out Thank you letters				
Volunteers to set up auction baskets			CSLC	IF NEEDED
Live Birds and Bird Care				
Identify bird suppliers with estimated cost prior to Winter Board Meeting			Chief Marshal	
Assist in setting up meeting with Vendor			Chief Marshal	
Find a location to house reefer truck for storage and care of birds			Chief Marshal/Bird Steward	
Find location for proper disposal of birds			Chief Marshal/Bird Steward	
Obtain Bathrooms				
Sufficient number to include one per team during set up week (On trailer)			Ch Marshal /Equipment and Grounds	
Sufficient number to include one per flight during Event week (On Trailer)			Ch Marshal /Equipment and Grounds	
Multiple others per site (on trailers preferably)			Ch Marshal /Equipment and Grounds	
Banks of bathrooms near airing areas, vendor village, Master National store, and Outdoor venues as needed			Ch Marshal /Equipment and Grounds	
Send MNRC suggested vendors and pricing			Ch Marshal /Equipment and Grounds	
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Set Up Week				

Suggest local restaurants for Judges and Board Dinners			Chief Marshal	
Locate a vendor for judges and workers lunches each day on site or nearby			Hospitality	
Obtain price point per meal from MNRC for budgeting			Treasurer	
Secure set up dogs (3 per setup-ideally)			Chief Marshal	
Secure sufficient paid workers for set-up week			President	
Event Week				
Accommodations during event for paid workers (if necessary)			President	
Secure sufficient paid workers for event week			President	
Locate a vendor for judges and workers lunches each day (25-30 per stake)			Hospitality	
Secure test dogs (1 per stake with bio & photograph of handler and dog)			Chief Marshal	
Obtain price point per lunch from MNRC for budgeting			Treasurer	
Design a photo op location for event week participants				
Host Club BBQ- OPTIONAL				
Determine location and duration				
Identify bathrooms if necessary				
Procure BBQ, fuel and food				
Procure liquor license-if necessary				
Storage of delivered food				
Find vendor of tent/table/chairs- if necessary				
Ensure clean up and disposal services				
Workers Pin				
Design mock up and present workers' pin by May 1st			President	
Secure manufacturer			Treasurer	
Determine # of pins needed			Event Secretary	
Proof design from manufacturer			President	
Obtain contract/agreement			Treasurer	
Ensure timely delivery			Chief Marshal	
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Award/Closing Ceremony				
Assist MNRC in determining location and décor			President	
Assiset MNRC in determining any food/beverages needed			President	
Locate table/chairs Vendor as needed			President	
Design a photo op location for award recipients				
Closing Correspondence				
Obtain Host Committee Stationary				
Identify Property Owners (Both Training and Event)				
Identify Vendors				
Identify Donors				
Send Thank You Letters				