

**DSA Specialty Match Committee Chair Job Description (Difficulty Rating: Easy;
Time: 10 hr/event)**

- Send copy of event information: date, time, location, judges etc. to Sam-O-Gram editor. (See 'Shared Tasks' listing at end of this document).
- Decide on type of trophies to be used for the Specialty Match, and purchase and prepare trophies for use.
- Order and purchase ribbons and rosettes for the Specialty Match.
- Store any unused trophies and ribbons until needed or new committee is named; in which case all inventory will be transferred to the new committee.
- Choose a non-conformation date for event.
- Arrange rental of location.
 - Sterne Park in South Suburban is the venue typically used. A club member in that part of town typically arranges the rental to get a lower rental fee.
- Contact judges for conformation and obedience.
- Send in application to AKC.
- Arrange with Hospitality Chair for refreshments and picnic if so required
- Set up members to assist
 - People to set up ring
 - Ring Steward
 - Match registration: taking entry money and assigning exhibitor numbers; recording each number on the judge's sheet, in the appropriate class. Give judge's sheet to the Ring Steward.
- Provide a Thank You gift for the judge.
- Bring clip boards, pens, 3x5 cards, and rubber bands, etc.