

Attachment A: Scope of Work (SOW) for Obedience / Rally Trial Services

Addendum to the Club's Master Services Agreement

Club Name _____

Type of Events: _____

Send materials to: _____

Trial (First Date): _____ This request form is valid for trial dates up to 9 months in advance

Services options: Be sure to indicate your choices

Preparation of Premium List	☐ By the club	☐ By ShowEntries using club information
Catalog sales to exhibitors	☐ No ☐ Yes	Catalog price \$_____
Ring Boards	☐ None ☐ On plain paper	☐ On index stock
Judge Books	☐ 1 original paper copy only	☐ On 3 part carbonless paper
Catalog for AKC Scoring	☐ Data file for computer	☐ On plain paper ☐ Additional paper copy
Hard copy printed catalog	_____ Number of 8-1/2 x 11 hard copies for club (and sales to exhibitors).	

Fee schedule for a weekend of obedience and / or rally events:

\$300 base fee for rally only trials. \$350 base fee for obedience trials, or both obedience and rally trials
\$1 per class - online entries; \$3 per class - paper entries and entries withdrawn or waitlisted at closing
Deduct \$50 for premium list preparation by the club

Add \$25 for hard copy printed catalogs; add \$25 for judge books on 3 part carbonless paper

Stripe fees, printed materials, and shipping charges are additional.

AKC: Trial Secretary: Christopher Brooks, ShowEntries, 313 W College Terrace, Frederick, MD 21701

Email: Trial_Secretary@showentries.info Phone: 301-202-5835

Description of Services provided by ShowEntries:

Configure an online form for event classes and fee schedule. Accept online and paper entries as per the premium list. Manage entry changes up to closing. Prepare and send paperwork to the club. See reference page for details about materials provided.

Club Responsibilities:

Club is responsible for entry changes after closing and all onsite secretary work. Club agrees to post the premium list on the AKC event plans website. Club also agrees to post a link to ShowEntries.Info on the club website, or list ShowEntries.info on the AKC event plans website.

Authorized club contact: _____ **Email:** _____

(Signed): _____ **Date:** _____

Instructions

To request box trial services for a trial weekend of events, complete this form, scan to PDF (not a photo), and email to Trial_Secretary@showentries.info

Accepted by ShowEntries: _____ **Date:** _____

Box Trial Reference Information

Event and entry secretary setup information will be taken from the premium list

Information which is also listed on the AKC event plans must be complete and match the premium list.

- Opening and closing dates and times. Normally closing is Wednesday at 6 pm, 2-1/2 weeks before the event weekend. Normally opening is Monday at 8 am, 3-1/3 weeks before closing.
- Events and Classes offered; entry fees for first, second, and additional entries; and judge assignments. Non-regular classes can have a separate fee and do not need to be pre-assigned.

Other information required in the premium list (information to be provided by the club).

- Entry limits by count or time (per judge per day)
- Jump running order (forward catalog order / low to high if not otherwise specified)
- Non-refundable portion of entry fee (none unless specifically listed; \$5 is typical)
- Waitlist (none unless specifically stated; limit 20 per judge per day is typical)
- If transfers (move-ups) will be allowed (yes unless otherwise stated)
- Start time for judging may be listed but is not required
- Class running order may be listed but is not required. Rally normally runs Choice down to Novice

Paperwork provided

- Judge books (choose format option)
- Armbands (1 per dog per day per competition: obedience, rally, preferred)
- Ringboards (choose format option)
- A compact list of exhibitors by class for the entire weekend (shows all trials entered by the exhibitor in each class). 1 printed copy and PDF file
- A similar list of exhibitors by class in each ring for table stewards. 1 printed copy per ring and PDF file
- Judging schedule for posting – 2 printed copies and PDF file
- Move up forms
- HIT / HC runoff form (obedience)

Optional paperwork available

- Catalog for scoring. Paper copy or computer datafile option (the scoring program will print the catalog). There are separate pages for each individual AKC event number.
- 8-1/2 x 11 printed copies of the catalog (a simple merger the Premium List, the Judging program, and the list of exhibitors by class, without additional formatting. 8-1/2 x 11 format only.
- HC and HTQ lists are included if you select a paper catalog for scoring

Deadlines

- Premium list (or information) is due two weeks before opening
- Any other judging program information is due before closing
- Approvals or changes before distribution of the premium list and judging program are due with a 24 hour turnaround in order to continue with preparations and shipment of materials on a timely basis.
- Additional charges up to \$50 may apply for any rework or missed deadlines.