

---

## Hospitality Coordinator

THE BIGGEST JOB THERE IS! NO MATTER THE OUTCOME OF SHOWING AT THE SPECIALTY, THE HOSPITALITY WILL BE WHAT IS REMEMBERED YEARS LATER.

- 1) Supervise and assist all hospitality sub-committees:
  - Ballroom decorations
  - Flowers
  - Judges Hospitality - Should include judges table. If they have contact with the judge, should be a non-exhibiting member, non-member or non-Borzoï person.
  - Lunch & dinner table centerpieces
  - Lunch & dinner table favors
  - Registration table & exhibitors/attendee welcoming packet
- 2) If desired, arrange for hospitality room and refreshments in a room or location that has easy access to attendees. Most hotels, per their contract, state that all food and beverage served on hotel property must be supplied and prepared by the hotel. This usually does not apply to the Hospitality Room.
- 3) If there is a hospitality room, set up and post a schedule of when the Hospitality Room will be open. Do not leave the room unmanned.
- 4) Supervise hospitality during all judging for judge and stewards, making sure that there are refreshments, including fresh ice water with glasses throughout the day at the judge's table. The judge's table should include wet wipes, mints, etc. for the convenience of judge.

### Sub-Committees:

- a) Ballroom decorations - May be based on a theme and may be as simple or extravagant as desired. It should be esthetically pleasing to the eye and low cost.
- b) Flowers - 1) 1 - 18"x 24" - for Judges Table, double sided and low. 2) 2 - 18"x 24" - for the Trophy Table, single side (meaning that most flowers on one side.) 3) 1 - 3' - 3.5' - Show Photo area, large floor arrangement, single side. 4) Several modest seasonal potted plants for the field event photos and the various official tables. Professionally designed silk arrangements are acceptable. Currently our budget for flowers is approx. \$300. Consider renting potted arrangements for tables, large planters with geraniums for inside corners of the ring and/or hanging planters for outdoor shows with tenting,

When ordering flowers, ask florist for blooms that are long lasting and will survive the week.

- c) Judges & Chief Steward Hospitality - 1) If at all possible, arrange for personal pickup and return of all judges to the airport if the hotel does not have a shuttle service. If not possible, make arrangements for limo pickup and return to airport. 2) Arrange for basket, bag or box for judges & chief steward guestrooms with items that do not require refrigeration, and includes a small amount of fruit, cheese, crackers, bottled water, nuts, & chocolate. Judge basket may include a specialty mug or another item from the specialty sales. 3) Coordinate basket to be in the judges and chief steward rooms on arrival. This includes the field judges if they are staying at the hotel. The Show Chairman will send a Hospitality Data form which will include transportation information.
- d) Judges, stewards & speakers gifts for all events - Currently, we are giving Barnes & Noble or Amazon gift cards arranged for by the Show Chairman.
- e) Lunch & dinner table centerpieces - These can be as simple as a basket of regional goodies or as elaborate as original artwork. They can be theme orientated. Table centerpieces may be raffled off and expensive items may be auctioned off to recoup some of the expense. Budget is \$10 - \$15 each table.

- f) Lunch & dinner table favors - These are usually a small, simple inexpensive token set at each table setting. They can be as simple as a small decorated box of chocolates to something that is unique to the region. We try and plan for a maximum of 150 for lunch and 200 for dinner. Budget is \$1 - \$3 each place setting.
- g) Meal tickets – 1) All meal tickets should be color-coded to each meal and imprinted with the selection for that meal. A sample of tickets will go to the catering manager for ease at dinner service. 2) Make an alphabetical list of all names, and it should be initialed and checked off when dinner tickets are picked up. Currently, the meal tickets have a volunteer.
- h) Registration table & exhibitors/attendee welcoming packet - 1) Registration table should have general Specialty information and information on area attractions, if available. The table should be in close proximity of the show secretary table in case questions arise. 2) A small, inexpensive, lined journal-type sign-in book, listing name, room # in host hotel, and cell #. 3) It should also have any necessary sign-up sheets for bathing, CGC, etc. 4) With the Facility Coordinator make arrangements with a major pet food company for promotional tote bags to be used as welcome bag, if possible.
- i) Welcome bag should contain information about the Specialty. Minimum contents are: 1) Map of layout of hotel with location of various activities such as the grooming room, health clinics, other seminars, meals, etc. 2) Map and directions to the designated veterinarian, both regular and after hours. 3) Map & directions to any off-site events. 4) Three or four plastic cleanup bags. 5) Map & directions to nearest hospital, schedule of events, etc.

Updated 7/15/13