

**Trial chair to-do list:**

- get judge
- make sure site is found for Vehicles/Exteriors trials
- coordinate travel plans with judge (including hotels and meals, if needed)
- make sure we have all supplies needed (and moved to exterior site) from "to-take" list
- get gift card for judge and also, when needed, for host of trials at exterior sites
- work with judge and/or site host to make sure we have as many vehicles as needed during Vehicles trials
- work with judge and/or site host to make sure we have exterior objects for searching
- work with judge to make sure we have all containers and/or interior objects needed for searching when we host the Container/Interiors trials at our building
- make sure judge is paid at end of trial
- check on insurance, if offsite venue requests that we supply proof of insurance
- arrange for a "dog in white"
- determine if we have enough ribbons, order ribbons if needed
- determine if we have enough boxes, order if needed
- determine who is to supply the odor

**Trial secretary to-do list:**

- complete trial application 6 months prior to trial
- create premium and distribute to our website, UKC, social media, email groups --take entries
- tally results
- send results to UKC and to trial participants
- send in revenue/expenses list to club treasurer
- create volunteer list
- remind volunteers to bring chairs
- let people know if food will or will not be available at trial

**To-take list (non-food)**

- gift card for judge
- gift card for trial host (if needed)
- 1 table for registration
- 1 large table for timers and scribes
- 1 table for ribbons
- 2 white boards
- Nosework box that has stopwatches, pens, strapping tape, UKC paperwork, dry erase markers)
- paper towels
- UKC paperwork for move-ups and day of trial entries
- clipboards
- ribbons
- UKC boxes
- large cones for start lines
- flags and/or tape to delineate exterior search areas (when needed)
- labels for name tags
- exterior objects for searching (if needed)

--odor, if needed

**To-take list (if having a potluck):**

--2 large tables

--napkins

--forks, spoons, knives

--paper plates, various sizes

--paper towels

--serving utensils

--coolers with ice

--soda and water

--extension cords

--power strip

--garbage cans and liners

--pop-up tent and tent screen

--coffee pot

--coffee, filters, cream, sugar

--Styrofoam cups for coffee

--chairs

--signs saying UKC nosework trial to help exhibitors find off-site venues

--odor (if judge doesn't bring it)