

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
- sign all required UKC paperwork before leaving 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 and submit to UKC 6 months prior to trial, UKC sends an email with paperwork that will need to be filled out
- create premium and distribute to our website, UKC, social media, 4rk9s email groups
- take trial entries, email confirmations
- email final confirmations and final trial information/instructions once trial closes
- make sure we have extra toner, printer paper, labels, spare battery for mouse
- prints extra move-up sheets and day of entry sheets
- During trial:
 - Prints check-in sheets
 - Enters scores
 - Takes care of move-ups
 - Prints labels with results
 - Prints 3 copies of judge's books – one for club, one for judge, one for UKC
 - Has judge sign the judge's book for UKC
 - Has trial chair and trial secretary sign the trial reports
 - Gets check for UKC from club president or club treasurer
- emails results to exhibitors
- makes (or keeps) a copy of all paperwork for club before mailing judge's book, trial report and check to UKC. Include a blank judge's book for classes with no dogs entered. Also makes sure UKC gets the HIT information for each trial, each level. HIT as of 2017 is the fastest dog from all elements at each level (i.e., 5 HITs awarded for Novice-Elite levels, trial 1). UKC sends an email with a HIT form that you fill out and send in.

Other volunteers needed:

- Volunteer coordinator (includes parking, if needed)
- Food coordinator

To-take list (non-food)

- gift card for judge
- gift card for trial host (if needed)
- 1 table for trial secretary
- 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
- Laptop/printer/power strip/mouse/extra battery/mousepad/toner/printer paper/labels
- 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)
- fans
- trash cans and trash can liners
- signs saying UKC nosework trial to help exhibitors find off-site venues
- odor (if judge doesn't bring it)
- chairs

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