**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)