

## **HOSPITALITY COORDINATOR (Optional DOI Trial Position)**

### **Prior to the trial:**

- If entering the trial, contact the Trial Chair to determine the number and monetary amount of reduced entry fees.
- Coordinate with Trial Chair (and/or Trial Secretary) to survey judges on food and drink preferences and if Trial Secretary will also need lunch and drinks
- Coordinate with Cadet Coordinator for purchasing snacks and drinks.
- Purchase Board approved refreshments for volunteers, judges' and Trial Secretary's lunches, snacks and drinks.
- Coordinate with Trial Chair for the purchase of thank you card(s) for judge(s).
- If show committee has elected to provide judges' gifts, coordinate with Trial Chair for the purchase(s).

### **During the trial:**

- Deliver judge's cooler first thing each day to judge area and keep it stocked.
- Set out refreshments being offered including coolers of ice and water. Restock as needed.
- Provide lunch for judge daily if no vendor is on site. (Coordinate with Trial Chairman or Secretary.)
- Secure refreshments each evening.

### **After the trial:**

- Store leftover supplies until the next trial or event.

### **Compensation:**

- One dog/day free entry, minus fees paid to USDAA or AKC. Coordinate with Trial Chair and Trial Secretary to determine number of runs and cost per run, as these can vary by trial.

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