

## Hospitality Job Description

The Hospitality Chair is responsible for Hotel reservations and coordination, judges dinner reservations, judges' gifts, welcome baskets for the judges, worker/birdman/ judges' lunches, drinks, coolers, ice, coffee and donuts.

### Hospitality Responsibilities, Before the Test

About two to three months before the test:

Check information in prior year's premium regarding listed hotels. Make sure they are still in business, still accept dogs, and that we have the current telephone number for reservations. Provide updated information to Test Secretary for inclusion in current year premium.

Make arrangements at Headquarters hotel for Judges, Chairman, Secretary, Chief Marshal.

Select a restaurant for the Judges' Dinner, held on Friday night before the test. Make reservations for dinner.

Arrange for volunteers to make lunches for workers, gunners, and Judges. Arrange for volunteers to bring water, soft drinks, ice, and to get coffee and donuts for Saturday and Sunday morning of the test. Arrange for volunteers to provide small coolers for each stake to hold water and soft drinks.

Arrange for judge's gifts. Coordinate with the WC/WCX Chairman to determine if he/she would like you to also get the gifts for the WC/WCX/Pee Wee Hunter judges.

About a month before the test:

Confirm hotel rooms and dinner reservations. Confirm your hospitality volunteers, if any. Coordinate with WC/WCX Chairman to get a estimated count for their workers and Judges. Get count for hunt test workers from Hunt Test Chief Marshal.

A week before the test:

Reconfirm hotel and dinner reservations. Contact all volunteers to remind them of their assignments.

Day Before the Test:

Confirm number of lunches with Chief Mashal/Stake Marshals.

Check judges into hotel and have keys available at test site. Put welcome baskets in the judges rooms. Attend judges dinner, pay for drinks and dinner.

Day of the Test:

Set out morning coffee and donuts for everyone, ice down cold drinks for lunch and make individual coolers for each stake. Make sure lunches are picked up. Get final count of workers at each site from the Stake Marshals, and make sure proper number of lunches are delivered. Keep track of coolers throughout the day, refilling water and drinks as required.

At the end of each day, account for location of small coolers and organize them for the following day. At the end of the test, have coolers returned to those who loaned them.