



# EMERALD COAST DOG SHOWS

Full Service Conformation and Performance Secretary

## ABOUT

ECDS is a full-service AKC conformation and performance secretary able to organize and manage all aspects of a dog show. ECDS can handle a wide range of tasks before, during, and after the show to ensure that your event runs smoothly and complies with AKC rules and regulations.

ECDS is large enough to handle all your event needs yet small enough to personalize our services to your events demands. Talk to us about your next Specialty Show or National Event.

## CONTACT

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## MAILING ADDRESS

Emerald Coast Dog Shows  
3513 Patrick Road  
Panama City, FL  
32409

## PRE-SHOW PREPARATION

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- Timeline of due dates according to AKC Rules and Regulations
- Preparation of Premium List, Judging Schedule, Catalog, Judging Books and Armbands
- Able to manage clubs online store presence to include grooming, clinics, RV parking, etc on request.

## ENTRY MANAGEMENT

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- Online entry system capable of handling multiple events in one day or cluster through one entry form.
- Emailed confirmation to exhibitors with transaction number.
- Work with exhibitors to update entry through digital tools.
- Produce detailed entry (P&L) statements for each club
- Maintain digital and hard copies of all entry forms.

## JUDGING ASSIGNMENTS

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- Work with club to build an efficient judging schedule.
- Able to assist club at event to solve conflicts and overloads easily.

## ONSITE RING MANAGEMENT

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- Bring all required ring equipment and banners (5 mats per ring)
- Set up, clean and remove all show ring material.
- Knowledgeable Secretary to assist Show Chairs

## RECORD KEEPING AND COMMUNICATION

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- Online real-time results
- Results emailed directly to exhibitors daily.
- Able to mass email exhibitors with updates or attachments.

## POST-SHOW DUTIES

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- Submission of AKC Show Reports, including AKC event and recording fees.

