

Checklist for Conformation/Obedience Application

Below is a list of items that must be submitted with your application before your Conformation or Obedience event can be approved. Applications **and** Judges Panels are due at least 18 weeks **prior** to the **closing date** of the event. The Application and Judges Panel can be managed and submitted using the [Online Event Management](#) tools.

All Clubs must submit the following items:

- [Event Application](#)
- Judge Panel: [All-Breed](#) [Specialty](#) [Obedience](#) [4-6 Month Beginner Puppy](#)
Judges for Sweeps and Futurity should be listed on the [Event Application](#)
- License Fee (fees can be found on the first page of the application)
- Updated List of Club Officers (must be submitted annually)
- Updated Membership List (must be uploaded annually using [Club Membership Upload](#) tool)
- [Common Site Application](#) (if more than one All-Breed or Limited Breed club is using the same site on the same or consecutive days.)
- [Host Club Permission](#) (if the site is in another club's territory, or, holding an event in conjunction with an All-Breed or Limited Breed event (club with rights to the territory/date is the Host Club))
- Consent Letter stating the All-Breed or Limited Breed club will exclude the breed or events will co-exist
- Site Diagram (including dimensions) – if a new site is used or changes have been made to a current site being used by an All-Breed or Limited Breed club
- [Grooming Layout](#) if paid grooming is being offered (no layout is required if all grooming space is free)
- [Special Attractions Application](#) (if necessary. See Special Attractions Application for Special Attractions that require written approval.)

Specialty Clubs must also submit the following:

- Parent Club Approval

Be sure to check the boxes on the application indicating if your club has met the [Compliance Requirements](#) and that the [Disaster & Emergency Plan](#) will be available at the site on the day of the event.

Please refer to the Show/Trial Manual for complete information regarding planning your event.

Please review the [Delegate Sub-Committee Report on Show Cancellations](#) to be prepared for situations that may cause your event to be cancelled.