

UARC would like to encourage its members to hold angora specialties at ARBA shows in their area. Although holding a specialty sounds like a complicated thing, it's actually a lot of fun, and does not have to be that scary.

The board has put together a procedure for hosting a specialty, which is available from any board member, but I'll try to write a brief and easy to understand description of how it's done from my own experience of being the show secretary for specialties.

The first step is to contact any board member and propose the show. A proposal needs to include the show date, location, and who will be the show secretary and superintendent. This process should be started well in advance of the show date – so start at least three months in advance. You'll want to talk to the superintendent of the ARBA show to make sure they have room and are willing to host the show. Most often, they are willing to share the judge, and commonly just charge \$1 per rabbit to use the judge. You'll want to get those fees discussed and agreed upon ahead of time.

The show secretary is in charge of paperwork before, during and after the show. The superintendent makes certain the show runs smoothly, and assists the secretary in planning and generally helps out where needed. ARBA requires that the show report is filed within 30 days after the show, or the UARC can be disciplined. Remember, any time you have a question on how to do something in the planning and preparation of the show, any of the board members will be happy to help out.

Once the board has the show proposal and information, it will discuss and vote on whether to approve the specialty. Once it's approved, you will need to apply for an ARBA sanction, and once received, the NARBC sanction. Both these organizations have rules on how far in advance the sanction needs to be applied for. You can get the forms on their websites. The ARBA sanction is required by UARC for a specialty. The NARBC sanction is advisable, since many people who show angoras are members, and would appreciate the opportunity to acquire sweepstakes points. It will make attending the show much more attractive. You'll want to encourage the hosting show to also sanction its show through NARBC for this reason.

Once your sanctions are applied for and awarded, the other preparatory work will be to collect prizes for the winners and do advertizing. The hosting show should add your show information to their show catalog, so be sure to get that information to the correct person in plenty of time before publication. Advertize the show on the UARC members' Facebook group, other angora lists, etc. If you plan far enough ahead, you can also take advantage of the NARBC newsletter for advertising. It should also be sent to the UARC webmaster to add to the website. Print up flyers and take them to hand out at other shows you attend.

For prizes, UARC has beautiful ribbons available for BOB, BOS, and BIS winners. Contact the UARC secretary and ask her to mail these to you. Consider asking for donations toward a gift bag to give the judge the day of the show. Items to include might be snacks, hand sanitizer, lotions, even a small item made from angora wool. You might also ask the hosting club for permission to have a raffle or bake sale the day of the show.

Paperwork needed for the show includes a sign-in form to collect names, addresses, phone numbers, email address, etc. All this info will be helpful if you need to contact someone after the show to clarify ear numbers, etc on other paperwork. You will need some show entry forms and a stack of comment cards to provide to people who do not bring their own. Comment cards can be purchased from ARBA. You will also need to provide control sheets for the writers to

use at the table. Some host shows provide their own writers, but it's a good idea to arrange for that ahead of time, or plan on the specialty show secretary taking on this job. Entry forms and control sheets are available from the show program that is available from UARC. If you plan to use it (I highly recommend), contact the UARC secretary well in advance of the show so that you can get the license key to download it to your computer. You will want a bit of time to familiarize yourself with the program. Any board member can give pointers on how to use it.

Be sure to keep good records of all expenses and income from the show. UARC policy is for the club member proposing the show to assume responsibility for expenses incurred over and above the income from the show. Any income from the show is to be forwarded along with the financial report to the UARC treasurer promptly after the show is completed. If you do not feel comfortable with how to keep these records, I'd be happy to give advice and/or provide you with a simple form to fill out to keep track of expenses and income.

A show is normally not a big money making proposition. Here is a sample of what you might expect:

EXPENSES - \$120.00

ARBA Sanction – OPEN \$25.

YOUTH \$20. (you'll want to know if any youth will be showing before taking on this added expense. Some areas have a good youth showing, some do not)

NARBC Sanction – OPEN & YOUTH \$15.

Judges Fee (35 rabbits shown) \$35.

BIS prize \$25

BOB, BOS ribbons – comp from UARC

INCOME - \$122.50

Entry fees - 35 rabbits @\$3.50 each

Obviously, the club will not get rich off this example show. If you consider the cost of the ribbons, postage, etc., it actually would lose money on this show. So any way you can save money through donations or make extra money through sales of raffle tickets or a bake sale, etc., will benefit the club greatly.

Remember – the show is NOT OVER until the paperwork is done. Get the financial report and funds to the treasurer promptly. The show report **MUST** be filed with ARBA within 30 days of the show. A report must also be filed with NARBC. If you have any concerns or questions with filing these reports, any UARC board member will be **HAPPY** to assist you. Just remember, putting this part of the show off reflects poorly on the club, so be sure to ask for help if you need it.

A nice touch after the show is to post an informal report of the winners and some of the fun things that happened on the UARC members group page. Remember to share your fun and successes with the rest of the club.

Now that you are familiar with running a specialty, the next step is to add a Wool/Skein/Garment competition to the show!