

Trial Check List	Tick Box
Nominate Trial Secretary and or Trial Manager	
Decide if you will have paper entries, online or both? For online entries you will need to contact Alex Hill.	
Book Venue/grounds and Room.	
Trial Schedule - What events? How many rings? How much will you charge?	
Decided if 10% for 200 & 300 dogs will be offered, if so make sure it's in Judges contract before sending them out.	
Decide Judges and send contracts out approx 6 months before the event. (make sure contract include relevant information including use of timing gates, 10% 200 & 300 dogs and any other relevant information)	
Work out Budget if needed.	
Sponsor -who will you get to sponsor event, arrange raffle and prizes if having one.	
If food will be available to competitors at the trial.	
If there will be only one presentation or if there will be two an AM & PM.	
Schedule needs to be sent to Dogs Victoria for approval approx 6 months before the trial.	
Once Schedule is typed up send to Terry to be put on Vic Agility website. http://www.agilitytrials.info/contact.htm Good idea to state if timing gates will be used and/or if rubber contacts will be used. Depending on entry numbers 2 walk through might need to be assigned to masters Rings	
Decide who will be doing the : Catalogue- need height/running order, images of sponsors, precinct of trial stated. printing pass cards on the day Printing of competitors numbers Printing Steward & scribes running sheets.	
Find Stewards Each Ring should have: Build Crew Scribe Lead Stewards Assembly Steward- making sure you give them instruction on their role trying to make sure Masters rings have the most qualified stewards also making sure that steward sticks to catalogue running order as much as possible.	

Timers- If you are having more than 3 rings or if you are not using timing gates.	
Allocate a VCA Rep making sure they receive a copy of the catalogue.	
Order Ribbons for 1 st 2 nd & 3 rd also Title Ribbons if needed.	
Pass cards- Make sure you have enough pass cards, Pass card can be ordered at the VCA office.	
Equipment/Ring manager for the day.	
Equipment to hire K9 x 2 sets of rubberised contacts Dogs Vic x 2 sets Details on hiring http://www.agilitytrials.info/equipmenthire.htm	
Timing gates- If timing gates will be used make sure you include this in the judge's contract and make it be known that the judges are required to use them. Hire Timing gates info http://www.agilitytrials.info/gates.htm	
Prizes – for first place.	
Have Catalogue uploaded to the Yahoo Vic Agility list &/or Terry Vic Agility site before trial to have competitors go through it to find any mistakes that can be fixed before the day.	
Marking out the rings might need to be done the day before the trial make sure you work out if you are going to do this and who will volunteer their time.	
Have members allocated to each ring to help set up pack up and general running of the day.	
Organise judge's money in envelopes along with thankyou slip	
VCA Rep & Stewards Money/Gift.	
Gazebos.	
Tables and chairs for stewards.	
Make labels for clipboards.	
Will need to have clipboards for scribes in each ring for each class Making sure each ring has the relevant catalogue pages printed so assembly steward can call out catalogue order.	
Kitchen person to run the kitchen for stewards & judges.	
Food for judges and helpers – decide if you are asking club members to bring food or if you are going to buy the food.	

Arrange and organise eskies and drinks for each ring, will need to buy drinks, and ice.	
Need to buy coffee, tea, sugar, milk?	
Laminated signs for rings with or without height order.	
Trophy Table needs to be set up ready for presentations .	
Checking in of stewards Badges for stewards.	
Scratching and organise the clipboards before going to judges.	
If hot arrange paddle pools and water for dogs, need to supply some buckets for drinking water. Including small ones for littler dogs.	
Forms for VCA Rep report.	
Need current copy of VCA rules and regulations available	
First Aid box as this is a requirement for the VCA Rep to check.	
Calculate levy for VCA and annotate catalogue with passes. For trial at KCC Park \$3.50 per dog, elsewhere \$2.50 per dog	

Please note when running a trial it's a huge job so quite a few of these jobs can be delegated to other members of the club to help make the job a little easier.