

## Cocker Field Trial Checklist

- \_\_\_\_\_ Secure suitable grounds for the event
- \_\_\_\_\_ ECSCA approval from the FTC Chairperson (Must be done prior to filing AKC application - must have specific address and dates for the event)
- \_\_\_\_\_ Determine field trial committee (necessary to complete AKC application)
- \_\_\_\_\_ Determine field trial judges (necessary to complete AKC application - must meet cocker field trial judging criteria)
- \_\_\_\_\_ AKC application and fee completed on [www.akc.org](http://www.akc.org) (must be done at least 3 months prior to the trial date)
- \_\_\_\_\_ Decide whether the secretary will use [entryexpress.com](http://entryexpress.com) or produce their own premium and catalog
- \_\_\_\_\_ Choose a qualified gun captain (Gun captain selects gun team)
- \_\_\_\_\_ Order birds (average 6 birds per entry per day)
- \_\_\_\_\_ Determine a bird planter and whether they will plant off an ATV or use a planter vest
- \_\_\_\_\_ Order trophies and ribbons ([www.hodgesbadge.com](http://www.hodgesbadge.com) is very affordable and accurate)
- \_\_\_\_\_ Determine field marshals and radios
- \_\_\_\_\_ Decide on whether or not to have a banquet
- \_\_\_\_\_ Plan for lunches for judges, workers and handlers
- \_\_\_\_\_ Make motel reservations for judges and any other necessary people
- \_\_\_\_\_ Get gifts for the judges (average cost is based on \$50 each day judged)
- \_\_\_\_\_ Plan for cleaning the birds
- \_\_\_\_\_ Plan for "Thank you" speech prior to giving placements each day

### Supplies for the Trial

- \_\_\_\_\_ Porta potties
- \_\_\_\_\_ Flags (at least 40 flags)
- \_\_\_\_\_ Ammunition for the gun team
- \_\_\_\_\_ Snacks and water or other beverages for the judges and workers
- \_\_\_\_\_ Shag baskets
- \_\_\_\_\_ Trap boxes

### Secretary Duties

- \_\_\_\_\_ Mail the AKC 2 copies of the premium and map to the grounds prior to posting the premium on [www.fieldcockers.com](http://www.fieldcockers.com)
- \_\_\_\_\_ Email premium and map to the grounds to [www.fieldcockers.com](http://www.fieldcockers.com)
- \_\_\_\_\_ Email running orders to [www.fieldcockers.com](http://www.fieldcockers.com) once they are complete
- \_\_\_\_\_ Create and print hard copies of the running orders and catalogs for the trial
- \_\_\_\_\_ Create hard copies of the emergency plan to post on the grounds
- \_\_\_\_\_ Complete AKC final paperwork within 5 business days of the trial along the check for the fees (\$3.50 per dog per stake)
- \_\_\_\_\_ Send results for each day of the trial to [www.fieldcockers.com](http://www.fieldcockers.com) within 7 business days of the trial