

# Premium Completion Checklist

This checklist covers all required items for Barn Hunt Premiums and has suggestions for other inclusions. **Required wording is in bolded red.** This is not intended to replace the checklist in the Club Rulebook which should be consulted for more detailed information.

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## Required for Front page

- Barn Hunt Logo and name.
- Club Logo and name.
- Location of Event including address.
- Event Date(s).
- Event Opening and Closing dates (**closing dates are always at least 10 days prior to the Event** even if you are taking late and/or DOS entries).
- Classes offered: be sure to list if there are 1 or 2 trials per date, and which classes are offered on which dates. If Crazy 8s will have an entry limit, put it here.
- Entry fees including any late or DOS fees.
- Whether or not late or DOS entries are allowed. If allowed, the following statement: **Late and/or Day of Show entries are not a guaranteed entry and will be accepted only up to judging limits. Confirmations will not be sent for late entries.**
- Judge Names, BHAJ numbers, and City/State.
- Class assignments for each judge.
- The words: **Judges are limited to 8 hours of judging and a maximum run value, which will require this Club to limit entries accordingly.**
- If more than one Judge, the words: **Any Judge of Record at this Event may be used as a Load Balancing Judge in any ring.**
- Trial Chair/Secretary: names, addresses, emails, phones.
- For events on private property, whether or not the facility is handicapped accessible.

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## Suggestions (not required):

- Hotel information.
- Directions.
- Any special specific facility info.
- Volunteer info.
- Any lunch/food information.
- A link to the Competitor Rulebook.

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## Other Required information:

- Facility Opening and Closing hours.
- Check in times.
- General briefing time.
- Trial committee member names (at least 4)
- Whether move-ups/lateral moves will be allowed and if they are day-to-day or trial-to-trial.
- A link to COVID rules if still in effect.
- Official Event Start times for each day (the time when the first dog should be entering the ring).
- If wanting to have JOR/key Event Official dogs judged prior to the official start or as the first blind: **Judge of Record and Event Official dogs may be judged prior to the official start time or as the first blind(s) of the Event.**
- A full written description of what encompasses Barn Hunt Grounds (i.e., Barn Hunt grounds is the building, the parking lot, and the grassy area on the North side). A map is strongly encouraged.
- Ring description (indoors, outdoors, footing, any other special notes such as pillars, etc.).
- Blind description and load numbers (indoors, outdoors, size, how many dogs will be in the blinds, see Club Rulebook).
- Accepted methods of entry/payment (note, Clubs must allow mailed in entries and have an entry form).
- Withdrawal and refund policy.
- Any special awards or ribbons, including whether or not New Title ribbons will be awarded. If the Club is not sure what special awards they will offer (other than new title ribbons), this statement can be used: **Special Awards will be offered at this event.**
- If COVID rules still in effect, a copy of the COVID waiver for them to print, sign, and bring to the Event, plus
- An Entry Form which includes the Club/Barn Hunt Liability waiver to be signed and returned with entry.

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**The Premium must be loaded to your Event using Secretary Functions, Event Uploads, at least 60 days prior to the Event. Outside links are not allowed.**