Planning Timeline

1. Facility: Page 38 of the Rule Book

2. Judge: Judge’s contract (See email). Send 2 copies to the judge as soon as you have an agreement.

3. AVA Recognition: At least 45 days from competition

4. CompWeb Registration:

 Email Russ Hobby at russ.hobby@hobbyfamily.org

 He will set up the competition on CompWeb and send you the administrator and scoring passwords.

Example email:

Dear Russ,

I am the Fest Manager for “X” show. It will be held at (Someplace) on (Such Date) with (Judge). Will you please open a CompWeb spot for me for this show?

5. Prize List: (See email for a template)

 Page 24 of the Rule Book states:

A copy of the prize list of a Recognized Competition must be sent to the AVA Competition Secretary (Sue Detol), the Technical Committee Chairman, the Judges, and all Registered Clubs in the region at least 30 days prior to the competition, otherwise, recognition will be rescinded.

The prize list must contain the following:

1. Date, time and place of competition
2. Fees

c. Entry closing date

d. Judge(s)

e. Availability of stabling, housing and eating facilities

f. Events, divisions and classes offered

g. Names of classes or divisions which are recognized

h. Description of footing and dimensions of arena, including

 height of ceiling, if applicable

i. Time and place of draw

j. Music must be provided by the competitor, according to the equipment available.

k. All unrecognized classes must have specific deductions listed

6. Insurance:

 AVA must have proof of insurance at least 2 weeks before competition or they will buy it for you, charge you for it, and add on $100 fee.