

Checklist for Conformation/Obedience Application

Applications **and** judges panels are due at least 18 weeks **prior** to the **closing date** of the event.

Applications and judges panels can be managed and submitted using the AKC's [Online Event Management](#) tools. They may also be scanned to a file and submitted as an email attachment to eventplans@akc.org.

Events requiring payment must complete page 6 of the application.

All Events Require:

- [Updated List of Club Officers](#)
(must include position, name, address, phone number(s), and email address)
- [Updated Membership List](#)
(must be uploaded using [Club Membership Upload](#) tool)
- Be sure to check the boxes on the application indicating if your club has met the [Compliance Requirements](#) and that the [Disaster & Emergency Plan](#) will be available at the site on the day of the event.
- [Special Attractions Application](#) (If necessary) See the special attractions application for a description of the special attractions that require written approval. The most common standard attractions (Best Bred By, Best Veterans, and Best Puppy) do not require a special attractions application.

Specialty Shows

One of the most important decisions a specialty club has to make is what kind of conformation specialty event they are going to hold. Clubs must submit applications for independent, designated, concurrent, and evening specialties as well as sweepstakes. An explanation of each of these can be found on the AKC website's Conformation Frequently Asked Questions web page under the [Specialties Held With All-Breed and Group Shows](#) heading (<http://www.akc.org/events/conformation-dog-shows/faq/#specialties>). An excerpt of this information is published at the end of this document.

Independent Specialty

- [Event Application](#) Please complete pages 1, 2, 3, and 6 of the application
- [Specialty Club Judges Panel](#)
- Parent Club Approval that extends to the date of the event
- If the site is in another club's conformation territory, the club that owns rights to the site (not the specialty club making the application) must provide a [Host Club/Consent Form](#) or provide an email/letter with the required information. This does not have to be submitted with the specialty application and is usually submitted by the club granting permission. Please secure this permission early in the process.

Permission for Breed to be Excluded/Co-Exist Only needed if a different club owns the right to the date. This does not have to be submitted with the event application and is usually submitted by the club that owns the date. Please secure this consent early in the process.

Concurrent Specialty or Evening Specialty

[Event Application](#) Please complete pages 1, 2, 3, and 6 of the application

[Specialty Club Judges Panel](#)

Parent Club Approval that extends to the date of the event

[Host Club/Consent Form](#) from the all-breed or group club that is hosting the specialty or an email/letter from the all-breed or group club with the same information. This does not have to be submitted with the specialty application and is usually submitted by the host club. Please secure this permission early in the process.

Designated Specialty

It is the responsibility of the specialty club to submit the application for a designated specialty.

[Event Application](#) Please complete pages 1, 2, 3, and 6 of the application

Judge Panel is not required. The breed judge is indicated on the judges panel submitted by the all-breed club.

Parent Club Approval that extends to the date of the event

[Host Club/Consent Form](#) from the all-breed or group club that is hosting the designated specialty or an email/letter with the required information. This does not have to be submitted with the specialty application and is usually submitted by the host club. Please secure this permission early in the process.

Sweepstakes

To apply for a Sweepstakes, clubs simply notify the AKC that they plan to do so. Clubs offering conformation competition can do this through a new checkbox available on the [Event Application](#) as well as [Online Event Management](#). If a club is holding a standalone Sweepstakes (which includes Sweepstakes with supported entries), they must submit pages 1, 2, and 3 of an [Event Application](#).

All-Breed and Group Shows

All-Breed and group clubs should place emphasis on completing their Common Site Application (if needed) and the Host Club/Consent Forms (if hosting specialty clubs) as early in the process as possible.

All-Breed and Group

- [Event Application](#) Please complete pages 1, 2, 3, and 6 of the application
- [All-Breed Judges Panel](#)
- [Host Club/Consent Form](#) if hosting specialty clubs. Please review the instructions on the form for the data required. An email or letter with the required information is acceptable.
- [Common Site Application](#) if clustering with other clubs or if the site is in another club's territory. Please review the instructions on the form for the data required.
- Site Plans if a new site is used or changes have been made. Contact the AKC for the information required.
- Permission for Breed to be Excluded/Co-Exist Only needed if a different club owns the right to the date. This does not have to be submitted with the event application and is usually submitted by the club that owns the date. Please secure this consent early in the process

Junior Showmanship

Junior Showmanship

- [Event Application](#) Please indicate that Junior Showmanship will be held on page 3 of the application for the conformation show it is being held with.
- Judges for Junior Showmanship are designated on the judges panel for the conformation show it is being held with.

4-6 Month Beginner Puppy

4-6 Month Beginner Puppy

- [Event Application](#) Please indicate that 4-6 Month Beginner Puppy will be held on page 1 of the application for the conformation show it is being held with. Also complete pages 2, 5, and 6.
- [4-6 Months Beginner Puppy Judges Panel](#)

Obedience Trial

Obedience Trial

[Event Application](#) Please complete pages 1, 2, 4, and 6 of the application if it is a standalone trial. If it is being held as part of a conformation show, please designate the trial on page 1 of the application for the conformation show it is being held with. Also complete page 4.

[Obedience Judges Panel](#)

If the site is in another club's obedience territory, the club that owns rights to the site (not the club making the application) must provide a [Host Club/Consent Form](#) or provide an email/letter with the required information. This does not have to be submitted with the obedience application and is usually submitted by the club granting permission. Please secure this permission early in the process.

Obedience Junior Only Showcase Trial

[AKC Obedience Junior Showcase Application](#) Please complete all pages of the application.

If the site is in another club's obedience territory, the club that owns rights to the site (not the club making the application) must provide a [Host Club/Consent Form](#) or provide an email/letter with the required information. This does not have to be submitted with the obedience application and is usually submitted by the club granting permission. Please secure this permission early in the process.

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Excerpt from [Specialties Held With All-Breed and Group Shows](#)
(<http://www.akc.org/events/conformation-dog-shows/faq/#specialties>):

What are the different kinds of specialty events that can be held in conjunction with an all-breed or group show?

The AKC provides specialty clubs many different ways to hold competition in conjunction with an all-breed or group show. The club holding the all-breed or group show is referred to as the host club. A brief overview of each type of specialty is presented below.

Designated Specialty: A specialty club may designate the regular breed judging at an all-breed or group show as its specialty show. The specialty clubs must submit an event application for the designated specialty. The specialty club does not submit a judges panel, the judge for the breed is submitted as part of the panel of the host club's show. The host club must provide permission to the specialty club to hold a designated specialty and that permission must be submitted to the AKC. The specialty club may offer sweepstakes and special attractions as part of their designated specialty. No limit on entries for the designated specialty is required. There is no limit on the number of designated specialties that may be held at a host club's show.

Concurrent Specialty: A specialty club may offer an independent specialty on the same date and at the same site as an all-breed or group show. Specialty clubs must submit an event application

and a judges panel for the concurrent specialty. The host club must provide permission to the specialty club to hold a concurrent specialty and that permission must be submitted to the AKC. The specialty club may offer sweepstakes and special attractions as part of their concurrent specialty. There is a limit of one hundred (100) total entries per ring per judge per day for the concurrent specialty. The limit includes any entries in sweepstakes or special attractions held in conjunction with the concurrent specialty. There is a limit of one hundred (100) total entries per ring per judge per day for the breed judging in the host show. The limit includes any entries in sweepstakes or special attractions held in conjunction with the breed judging in the host show. The breed judging at either the all-breed show or the concurrent specialty may occur first, but the scheduling must accommodate Group judging. This includes regular judging, sweepstakes, and special attractions. The judging in the concurrent specialty must not be stopped to accommodate entries that are participating in other competition. If a conflict occurs, the exhibitor must choose which competition they want to participate in.

Evening Specialty: A specialty club may offer an evening specialty on the same date and at the same site as an all-breed or group show. Specialty clubs must submit an event application and a judges panel for the evening specialty. The host club must provide permission to the specialty club to hold an evening specialty and that permission must be submitted to the AKC. The specialty club may offer sweepstakes or special attractions as part of their evening specialty. There is a limit of fifty (50) total entries per ring, per judge for all AKC competitions, provided the rings are run concurrently for the evening specialty. Judging for the evening specialty cannot begin until thirty (30) minutes after the completion of the best in show judging (or group judging at a group show) at the host club show.

Supported Entry with Sweepstakes: A specialty club may offer sweepstakes on the same date and at the same site as another show without the club offering regular conformation competition for their breed. Specialty clubs must submit an event application for the sweepstakes. The host club must provide permission to the specialty club to hold the sweepstakes and that permission must be submitted to the AKC.

Supported Entry: A specialty club may support another club by providing prizes and trophies. No application or other notification to the AKC is needed. The club must comply with the AKC rules regarding the prizes and trophies offered and they must be listed properly in the premium list, judging program, and catalog. An AKC sanctioned or licensed specialty club can be listed in the premium list as supporting an entry, even if the club is not sanctioned or licensed for conformation. A specialty club that is not licensed or sanctioned with the AKC cannot be listed as supporting an entry. If the specialty club is not licensed or sanctioned with AKC they are limited to being listed in the trophy section of the premium list and the listing is limited to a notation that the club is donating a trophy or prize.