

## Announcer

### Purpose:

To disperse information to exhibitors and spectators regarding the progress of the event.

### Responsibilities:

- Coordinate rental of adequate PA system.
- Make sure PA system is placed at site for maximum effectiveness.
- Make sure PA system is working and properly adjusted.
- Schedule and coordinate announcers (if different people are used) and announcements for the entirety of the show (should include all events).
- Determine what will or will not be announced.
- Write a report at end of show regarding your committee, comment on additional recommendations and responsibilities you think should be included here.

### Timeline:

- *1 year prior* - research and secure PA System
- *6 months prior* - begin developing announcing schedule and coverage.
- *6 months prior* - if more than one announcer is to be used secure those services and write letters confirming announcing assignments.
- *1 month prior* - reconfirm PA System & reconfirm announcers.
- *1 week prior* - make arrangements to have PA system delivered and set up . You will want it in place as early as possible at your site.
- *after specialty* - make sure all rental equipment is returned.

### Budget:

<i>ITEM</i>	<i>INCOME</i>	<i>EXPENSE</i>
Postage/Phone Calls		XXXXX
PA System Rental		XXXXX
Other		XXXXX
<b>Total</b>	<b>XXXXX</b>	<b>XXXXX</b>

Total Income less Total Expenses equals Net Profit or Loss

### Recommendations:

As the length of our specialties grow, so does the length of time an announcer is needed. The announcer needs to be aware of the timing of all events occurring so good announcing coverage is maintained.

An announcer needs to be ready to work with the show chair and ready for any extra announcements as they become necessary.

Announcements should be well timed and should not take away from the show in progress. For example, you would not want to do announcements during the down stay of novice A obedience. We don't want announcements to detract or interfere with the show.

An announcer can actually help with the smooth progress of the show. For instance, reminding exhibitors of the next upcoming class, and who should be in the ready ring, announcing lunch breaks and when judging resumes.

An announcer at a specialty can provide valuable information to spectators, such as announcing placements, numbers and names (if time permits). Many announcers will help ring side with a whiteboard of absentees coordinating with the ring stewards. Many specialty goers like to mark their catalogs with this type of information.

Keeping pertinent announcements written on a white board so folks that missed the announcement can read it ( i.e. change in schedule, or times).

This position must also carefully select the PA system. Don't settle for equipment because it is free. You need to make sure that it works and will provide the coverage you need. There is nothing more frustrating than having a PA system that doesn't provide the coverage you need. These are big shows and you want to get the information out there and you want it heard.

It is imperative that you understand how to use the equipment. Make sure all announcers have been briefed on how to turn it on and off. Know where the system's power is coming from. You don't want somebody unplugging you to turn on a dog dryer.