

Completing Dog Show Entries 101

In a nutshell:

- 1) **Attach the volunteer form on top of the check. Attach the check on top of the entry (on the agreement side). So the entry form is first, then the check, then the volunteer form ALL on the agreement side of the form. When I open the envelope, I will be able to automatically read the entry form and see the volunteer form on the right hand side.**

Ever wonder how you could get a quicker confirmation when you enter a dog show? Well, follow these simple steps and I will be able to process the thousands of pieces of mail much more quickly. Please let me know if you have any question. :)

The Envelope Please!

Try to use just a single envelope when you mail an entry. Many folks put their entry into an envelope, seal it, then put it in another envelope at the post office and now since rates have changed, put that Post Office envelope into yet ANOTHER post office envelope. That's 3 envelopes to open instead of just one.

Don't tape your envelope from end to end. Your entry won't fall out and I can't get the envelope open without cutting myself or your entry. And if I cut myself, I have to take the time to go to the hospital and get stitches (only kidding)

Use an appropriate sized envelope. If you have multiple entries, don't cram them all in a tiny envelope. Your entry ends up looking like an oragami dragon! It's difficult to work with paper that is folded into a many pieces. It's easiest if the paper is open to 8x11 for filing purposes.

Law and Order (dun..dun..)

Order being the key word here. Please attach all additional paperwork to the AGREEMENT side of the entry. I need to read the entry information. If you put the check etc over the entry information, I must take time to move it all. This happens in over 50% of the entries.

Putting the volunteer information on the top of the additional paperwork also saves time as I enter that information early in the process. If it's stapled BEHIND the entry, I may miss it.

Stick it to me..

One more time -if you are using the PawPrint stickers, PLEASE (I beg of you), stick them to the entry. Put them on the back of the entry if you have a lot of them or on the agreement side in the Jr Handler box if you have one or two. It takes time for me to have to stick all the stickers and they get lost. If you're ever wondered why they vouchers are stickers, guess what? -- that's the reason -so you can STICK them to the entry :)