

LCA NATIONAL SPECIALTY PROSPECTIVE SITE SURVEY

Date: _____

Submitted by: _____ Phone: _____

Site: _____ Phone: _____

Address: _____

Site Contact: _____ Phone: _____

Email: _____ Website: _____

1. Request a convention packet from hotel. The packet should include meeting space with room dimensions, room drawings & capacities. Banquet menu should also be included.
2. Typical conformation ring is 50' x 60' - 80'. Obedience and rally ring are 40' x 50'
3. Judge's tables, 10' x 30' stage for projection, show chair, secretary and announcer are also needed with conformation ring. Judge's tables and when possible temporary crating area in the ob/rally ring area. Both rings will need seating at least two deep. Ob/rally ring need to be curtained off if in the same room. Typically, 20-30 raffle tables are also in that area but can be in the vendor area if separated. Area must be able to be secured after hours.
4. Preferred area for rings to be no less than 10,000 sf. and prefer 15,000 to 30,000 with open span with no pillars.
5. Minimum room dimension for rings is 96' x 96' If you have a site that may be short a few feet on one but longer on the other still may be usable. For example, fire codes, door locations, electricity available can determine usable space.
6. Vendors can be in the ring area or outside the area but should be able to be secured after hours.
7. Grooming areas must also have sufficient electrical service. 20 amp per booth. If no are indoors available the a tent can be used outside. This is added cost and a generator may be needed.
8. At least 3 meeting rooms will also be needed. The largest should be able to accommodate seating of 130+ for the general membership meeting. If not then we can use the ring area that meeting but not preferred do to the setup work involved.
9. Draft area is typically outside and requires 10,000 sf. Shape can vary. Terrain can vary but should have a level area with in. Must be able to rope off and be a no dog potty area.
10. Top20 is a dinner event. The conformation ring area must be able to have dinner tables placed around most of the ring.
11. A registration area or room next to the show area that can be secured by the chair is required.
12. **RFQ & contract negotiations will be handled by the SEC**

Make detailed notes on your overall impression, including:

1. Is there adequate parking? Yes No
Is there plenty of RV parking? Yes No RV hookups? Yes No

2. Are the meeting rooms convenient to the show areas? Yes No
Same thing for the booth space.

3. If the show area is carpeted would covering be required? Yes No

4. Is there a restaurant on site? Yes No

5. Is there a Bar on site Yes No

6. Is the hotel clean and in good repair? Yes No
Is this someplace you would like to take a nice vacation? Yes No

7. Are guest rooms roomy & well ventilated? Yes No

8. Is the hotel a high rise? Yes No
How many floors? _____ How many elevators? _____

9. Are there elevators? Yes No Located conveniently? Yes No

10. Is there a large grass area for potty & exercising dogs outside? Yes No
Is there a place to set up an outdoor bathing area? Yes No

11. Are there any areas of the hotel where the dogs are not allowed at any time? Yes No

12. What other attractions are in the area?

13. Did you try any of the food? Yes No
What type of cafe is maintained on the grounds? Are there fast-food places nearby?

14. What is the surrounding area like? Are there restaurants, stores, shopping conveniently located? Are there parks or open areas for the dogs to run and exercise in?
