

Border Terrier Club of America Policies and Procedures Manual

SAMPLE LETTER TO BE SENT TO AN AGILITY JUDGE

BORDER TERRIER CLUB OF AMERICA
c/o [show. Chairperson's name]
[Address]

[Date]

[Judge's name]
[Judge's address]

BORDER TERRIER CLUB OF AMERICA NATIONAL SPECIALTY - [Date]

Dear [Judge's name],

It is my privilege and pleasure to send you this formal invitation, on behalf of the Border Terrier Club of America, to judge the Agility classes at the [year] National Specialty in [location] on [day], [date]. More detailed information, such as directions to [location], premium list and judging schedule, will be sent to you nearer the time.

It is my understanding that you have agreed to undertake this assignment for a fee of [xxxx], plus travel expenses (mileage) and meals, plus up to two days' room and board (including banquets). If we can find a video company willing to video the agility competition, we will also give you a copy of it if you wish.

I am enclosing a copy of this letter, together with a stamped, self-addressed envelope, and request that you sign and return it as your acknowledgment of this judging assignment and its terms.

On behalf of the Border Terrier Club of America, and the [host club name if any] (the Host Club), I look forward to welcoming you to [location] in [month], [year] to judge at our [year] National Specialty.

Sincerely,
BORDER TERRIER CLUB OF AMERICA

[name]
Show Chair
[Telephone No.]
[E-mail address]