



Guide To Music Check In

At CFGB Competitions check in tables will be located on one side of the entrance door. Checking in for the first class will take priority over all the other classes.

Ideally there will be two people manning the Music Check In desk, one dedicated to the first class and another person dealing with all other classes.

Checking in Competitors' music is very important so please take care to ensure that all music is in the correct envelope.

All classes will have colour coded envelopes with the handler's name, dogs name and music printed on the front.

Most handlers will give you their class and running order, please check the details as the music is handed to you by reading the information on the envelope back to the handler. If all details are correct use a highlighter pen to indicate competitors have correctly checked in their music.

Occasionally you will find that the required track is one of a compilation on the CD, if so, please mark which track is required clearly on the front of the envelope, or any other requests i.e., false ending, please play loud etc. to assist the DJ.

If there is a change of music, please ask the handler to write the information on the separate sheet provided which will be clearly marked, class, running order, handler name, music and performer. This will allow you to continue booking other music in.

As soon as possible please transfer the new information about the change onto the checking in sheets so that the DJ is aware of the change and update the check in and commentary catalogues (CFGB PRS Licence requirements).

Hopefully the competitor will also supply a backup copy of their music at Check In. Place the copies of their music into the envelope.

Do not remove the envelopes of any competitor who has not booked, as this will let the DJ know that that competitor is not running.

Try not to get distracted by answering other questions, refer them to another committee member who is wearing the CFGB Shirts, or ask them to wait until there is no queue at the Music Check In.

As the classes are due to be run, hand the box of envelopes for that class containing the CD's to the DJ, and the sheet of music including changes to the commentator.