

Agenda  
Eau Claire County Fair Committee  
January 4, 2022, at 6:30 PM  
Pleasant Valley Town Hall: S10414 County Rd HH, Eleva, WI 54738

Those wishing to make public comments can submit their name and address no later than 30 minutes prior to the meeting to Jenni Haan by email, Jenni.Haan1@gmail.com, or attend the meeting in person. Comments are limited to three minutes; you will be called on during the public comment section of the meeting.

**Join from the meeting link**

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m05b4b17a0fc4f09466d43a6cd6126718>

**Join by meeting number**

Meeting number (access code): 2591 888 4139

Meeting password: sWKzJ6mTV43

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Approval of Committee Minutes - Discussion/Action
  - a. December 14, 2022, minutes
3. Public Comment
4. Eau Claire County Fair Committee By-laws and Mutual Respect Policy – Discussion/Action
  - Missy
5. 2023 Fair - Discussion/Action
  - Jodi Theising-Ritter Leaders Food Stand update
  - Superintendent Roles and Responsibilities, applications, and manuals, etc. – See attached
  - YQCA - update
  - ECCF structure proposal – See attached
    - Food Trucks and food
    - Committees
  - Fair Book Edits
  - Livestock and Expo Coordinator

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 839-6945, (FAX) 839-1669 or 839-4735, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

- Schedule

6. Fair Committee Structure Fair Representative Reports - Discussion/Action

- a. 4-H Leaders - Darren
- b. County Board - Missy
- c. Livestock - Scot
- d. Extension – Rachel
- e. Friends of the Fair – Kyle

7. Fair Coordinator Report - Discussion/Action

- Updates

8. Announcements/Discussion from any member

9. Future Agenda Items - Discussion

10. Future Meeting Date

- a. February 8, 2023

10. Adjourn

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Eau Claire County Fair Committee  
December 14th, 2022, at 7:01 PM  
Lincoln Town Hall  
S5555 Green Meadow Rd, Fall Creek, WI 54742

1. Meeting called to order by Jenni Haan at 7:01 pm.
2. Roll Call:  
Fair Committee Members Present: Traci Martinson, Jenni Haan, Letecia Papke, Scot Zimmerman, Darren Schlewitz, Tammy Schlewitz, Kyle Wathke, Valerie Strauch, and Bethany Strauch, Missy Christopherson Absent: Rachel Hart-Brinson  
WebEx: Heather DeLuka
3. Approval of Committee Minutes from November 9th, 2022:  
Scot moves to approve the minutes. Missy seconds. Voted, motion passed.
4. Public Comment: Heather DeLuka spoke  
Scot moves to close public comment. Missy seconds. Voted. Motion passed.
5. Mutual Respect and Trust Policy: The policy and letter from Fair Coordinator and Fair Committee Chair are being handed out at all meetings over the next few months.  
Discussion held about the process for a violation. This will be firmed up and presented at next month's meeting.
6. 2023 Fair Discussion/Action
  - a. Leader's food stand-update from Jodi Thesing-Ritter everything is arranged for whatever days they are allowed to sell. They will staff those days as well. Follow-up food planning meeting needed.
  - b. Superintendent Roles and Responsibilities, applications, and manuals, etc. –need to clarify highlighted areas in the manual. This is being established to allow training and guidance for superintendents. Please send feedback and suggestions to Jenni Haan prior to the next meeting.
  - c. YQCA- Provisions offered an in-person training at no cost to exhibitors in the Marshfield area. Checking to see if we can get something set up in this area.
  - d. Fair Book edits-email to be sent to superintendents for any needed edits.
  - e. Animal and Expo Coordinator Roles-discussion regarding roles. Revisit in January.
7. WAF Conference-Wisconsin Association of Fairs Conference January 8-11<sup>th</sup>, 2023. Meg and Jenni will be attending.
8. Fair Committee Structure Fair Representative Reports
  - a. 4-H Leaders- Darren -no update
  - b. County Board-Missy-no update
  - c. Livestock-Scot-Livestock Project voted to NOT require health papers for all animals except swine. This requires Fair committee approval. Letecia moves to continue requiring health papers as in past years, for all species (swine, beef, sheep, and goats). Scot seconds. Voted. Motion passed.  
Scale will be delivered in December.
  - d. Extension-no update

- e. FOF-Kyle- updated from last meeting. Board of Directors members needs to be clarified.
  - 9. Fair Coordinator Update-Submitted by Meg Mueller interim Fair Coordinator
  - 10. Announcements/Future Agenda Items:
    - Food Trucks
    - Superintendent selections and applications
    - YQCA
    - Fair book Edits
- Email Superintendents for Fair book changes
- Next Meeting January 4<sup>th</sup>, 2023 @ 6:30 pm
- Adjourn at 7:57 pm

**EAU CLAIRE COUNTY FAIR COMMITTEE  
RULES AND BY-LAWS**

The Eau Claire County Fair Committee (hereinafter "Committee") consists of volunteers who provide hands-on assistance in the planning and production of the annual Eau Claire County Fair ("Fair"). The fair partners with University of Wisconsin Madison, Division of Extension, Eau Claire County (including, but not limited to, the Eau Claire County 4-H program), FFA, and any other approved youth organization. The Committee is a working committee included within the structure and under the guidance of the Eau Claire County Extension Education Committee (hereinafter "Extension Committee").

**BY-LAWS:**

**A. MEMBERSHIP OF THE COMMITTEE:**

The Committee will consist of Two (2) non-voting members and Eleven (11) voting members created from the following:

1. The 4-H Program Educator as a non-voting member.
2. The Fair Coordinator as appointed by the Friends of the Fair, as a non-voting member.
3. One (1) member who is either an FFA or agricultural teacher (active or retired); a FFA Alumni; or a member of a livestock group such as Wisconsin Simmental Association or Wisconsin Pork Producers.
4. Three (3) youth members, of which one must represent exhibits other than livestock, i.e., photography, arts & crafts, etc.
5. One (1) member of the Eau Claire County Board of Supervisors, serving on the Extension Committee, to be appointed by the Extension Committee.
6. Two (2) members who are employed by a business or a representative of a youth service agency or organization that provides services to youth such as the Boys & Girls Club, YMCA, Boy Scouts, Girl Scouts, etc.
7. Two (2) members who are citizens at large and who have an interest in the fair.
8. One (1) member who is a member of the Friends of the Fair, other than the Fair Coordinator.
9. One (1) member who is a member of the 4-H Leaders Association.

**B. TERMS OF MEMBERS:**

1. Members, other than youth members, will be appointed for a two-year staggered term. Terms will begin on September 1 and end on August 31. Five of the members will begin their terms in even years, and the remaining six will begin their terms in odd years. If and when vacancies occur the person appointed to fill the term of the departing member will fill out the term of the member who left and then will need to be re-appointed consistent with the staggered term of the member who left the committee.

2. Youth members will be a minimum of 14 years of age when appointed serving one (1) year terms. Youth members may reapply for appointment up to and including the year they turn 21.
3. All members of the Committee except for the County Board member will be confirmed by the Extension Committee. Nominations for the year will open on May 1 of each year and need to be submitted no later than July 31. The Fair Committee will meet in August to discuss applications and make recommendations for the appointments. The Fair Committee Chair will provide appointment recommendations to the Extension Committee Chair. Appointments will be confirmed at the August Extension Committee meeting so that those who are confirmed are able to begin their term on September 1.

C. **MEETINGS:**

1. The Committee will hold a minimum of one (1) meeting per month.
2. The meetings will comply with the Wisconsin Open Meetings Law and will post notice of the date, time, place, and agenda of the meeting on the Eau Claire County website.
3. Meetings will be conducted according to Roberts Rules of Order and follow the published agenda.
4. The Chair of the Committee will be a voting member.
5. The Committee will determine the date, time, and location of the following month's meeting as an agenda item for the current meeting.
6. Committee members are encouraged to attend all meetings. If a member misses more than three (3) meetings during a calendar year the Committee may take action to remove the member from the Committee.
7. Annually, after the conclusion of the annual fair and during the September meeting, the Committee as part of its agenda will elect a Chair and a recording Clerk from its members. The function of the Chair will be to establish the agenda for the meeting, and to conduct the meetings according to Roberts Rules of Order and consistent with the published agenda. The recording Clerk will take the minutes from the meeting, record the results of votes on motions, type the minutes and provide them to the county for posting on the county website and inclusion with the member meeting packets provided prior to meetings. Copies of the approved minutes will be made public record on the Eau Claire County Website and stored at the offices of the Fair Coordinator.

D. **REPORTING:**

The Committee will designate a member to at least one time per month report the activities of the Fair Committee to the Extension Committee. The report can either be in person or by written report. The Extension Committee can change the frequency of the reporting.

**E. AMENDMENTS:**

These by-laws may be amended by a majority vote of the total members of the Committee. Prior to taking the vote the moving member must provide a written copy of the proposed amendment to all the members of the Committee and the matter must have been placed on the agenda for consideration at a properly noticed meeting.

Once approved by the Fair Committee, the Fair Committee Chair will forward the proposed changes to the Chair of the Extension Committee for review and final approval by the Extension Committee.

**F. FRIENDS OF THE FAIR:**

The committee member representing the Friends of the Fair on the Fair Committee is the liaison for the financial support of the Fair. The Friends of the Fair helps secure the resources needed to provide the financial stability that will assure the future of the Eau Claire County Fair as a family and youth focused event.



# Application and Superintendent Policy Agreement for Eau Claire County Fair Project Superintendent

Name of Department Applying for: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

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Superintendents are required to spend a significant amount of time at the fair, during the Fair Week. Are you available when needed for your department? Example: at a minimum, project drop off, judging and pick up.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

Superintendents are required to help with project events throughout the year (for example, weighing and tagging, committee meetings, educational opportunities for members, etc.) Are you willing to commit to those requirements:

\_\_\_\_\_ Yes    \_\_\_\_\_ No

Please complete the questions below, sign and return the application to the current Fair Committee Chairman.

1. Why are you interested in being a Superintendent for this department? What makes you a good candidate for this position?
  
  
  
  
  
  
  
  
  
  
2. Please describe your 4H, FFA or any other youth related organizational experience.





3. Please describe your strengths and weaknesses when handling stressful situations and when working with youth and adults with various opinions.

4. What suggestions or ideas do you have to improve the department you are applying for?

### Please initial and sign

\_\_\_\_\_ I agree to submit all requested information to complete a thorough background check.

\_\_\_\_\_ I have read the job description for this year-round volunteer superintendent position and hereby agree to perform all duties as assigned for this project area.

\_\_\_\_\_ I have been given a copy of the job description.

\_\_\_\_\_ I am willing to abide by the same Mutual Respect and Trust policy and all other Roles and Responsibilities that apply to the Eau Claire County Fair, leaders, and volunteers.

\_\_\_\_\_ I am aware of the time and energy this position requires and will volunteer my time to perform the position in its entirety.

\_\_\_\_\_ I understand, if chosen, that if I am not able to complete the position, I will notify the Fair Committee Chairman immediately.

Signature \_\_\_\_\_

Date \_\_\_\_\_



12/29/2022

## Introduction to changes for Superintendents

Every year, the Eau Claire County Fair Committee will be accepting applications for department Superintendents. All Expo superintendents will need to fill out an application by August 31, in the odd years, for the subsequent fair year. All animal superintendents will need to fill out an application by August 31, in the even years for the subsequent fair year. Example: For the 2024 and 2025 Fair, Expo applications will be accepted beginning the last day of the fair through August 31, 2023. Animal applications accepted the last day of the 2024 Fair through August 31, for the 2025 and 2026 Fair.

To begin the application process and implementation of these changes, the Eau Claire County Fair, will accept applications until January 31<sup>st</sup>, 2023, for all departments, both Expo and Animals. The Expo superintendents will begin terms as outlined above. The Animal superintendents will be approved for 1 year and then every 2 years after that as outlined above.

All applications are subject to a background check and review process by our Fair Committee. The Eau Claire County Fair Committee will have the final decision for approving applications.

All applicants are required to fulfill the outlined department descriptions, specific to the department they are applying for.

We thank you for your continued support as we navigate changes that we are confident will help improve the education and relationship experience for all involved.

We will be hosting 2 training and informational meetings before the fair to help answer questions and make sure that each superintendent has the tools and resources available to perform the tasks that are required of them. Please stay tuned for the dates and details of those meetings.

Sincerely

Jenni Haan  
Fair Committee Chairman



## Eau Claire County Fair Beef Superintendent Responsibilities & Expectations

### The following are the responsibilities and expectations that the ECCF has for the Jr. Beef Superintendent(s)

- Help Livestock Project Leadership with the initial weigh in, in December. This would include finding location, volunteers, assigning jobs, and welcoming new exhibitors, as per the Livestock Project Leadership team.
- Within 2 weeks of weigh-in verify list of exhibitor's tag numbers and contacts with the Livestock Project Leadership team.
- Schedule an exhibitor meeting during the fair, before the beef show at the fair.
- Have assigned stalls by Wednesday at noon the week of fair, before animals are unloaded
- Be at the scale and in the barn area during your department weigh-in
- After/during weigh-in, check in all other classes (breeding / feeder calves / open class)
  - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
  - Provide line up, show order, and weight classes by **noon on Thursday**
    - Posted in the middle section of the barn and announced at your exhibitor meeting
    - Additional copies provided for those that want one
  - Ring Set up if applicable
  - Ring Tear down if applicable
  - Get ribbons, department binder, and paperwork needed from Fair Office.
  - Make sure special awards/prizes are at the announcer table before show starts.
  - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.
- Keep track of participation and enforce education requirements, along with the Livestock Project Leadership team.
- **Collect and submit to the Fair's Office by 9am on Thursday**
  - **Animal ID Check Information**
  - **Health Certificate**
  - **Market Drug History**
- **Cost of Production shall be collected an hour prior to start of showtime.**
- Assist with your department during the sale

- Enforce herdsmanship to make sure barns look clean and professional
- Ensure that each project exhibitor has posted the proper signage above stalls, to include animals information, cost of production, etc...
- Assist with your department for load out, along with the Livestock Project Leadership team.
  - Final destination spreadsheet will be in your possession by Noon on Sunday
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Beef Safety and health Workshop (especially for 1st and 2<sup>nd</sup> year exhibitors)
- Organize Beef Fitting Clinic
- Organize Beef Showing Clinic
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the fair
- Supervise Fair Clean up Sunday after the fair.
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

As Superintendent of your department(s), you are a representative of the Eau Claire County Fair and Friends of the Fair. We ask that you interact with exhibitors and fair attendees in a welcoming, friendly, respectful & professional manner.

You are the face of our Fair and your respected project, 365 days of the year. We hold you to a very high expectation to encourage a friendly and learning environment, always.



## Eau Claire County Fair Dairy Superintendent Responsibilities & Expectations

**The following are the responsibilities and expectations that the ECCF has for the Jr. Dairy Superintendent(s)**

- Make sure that YQCA is completed on time.
- Supervise Fair Set up Sunday before the Fair.
- Attend superintendent meeting and get paperwork from fair office with exhibitor's names, addresses and entries.
- Contact exhibit members and get final number of animals that are actually coming.
- Have assigned stalls by **Thursday at noon the week of fair**, before animals are unloaded
- Check in exhibits, check registration papers if registered, write down number identification, tattoo or 840#. Grade animals need a vaccination tag.
- Checking in, collect Animal ID check in forms.
- Have check in completed and paperwork at fair office by **Friday morning**
- Schedule an exhibitor meeting during the fair before the Dairy show at the fair
- Manage Show Day
  - Provide Show Order posted in Barn and announce at Dairy Meeting
  - Ring Set up if applicable
  - Ring Tear Down if applicable
  - Get ribbons, department binder and paperwork needed from Fair office before the show
  - Make sure that awards and ribbons are at announcer table before show starts.
  - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to the fair so they can go through training.
- Enforce herdsmanship to make sure barns are clean and professional.
- Herdsmanship Awards and Special Awards for your department.
- Report on Department at the Eau Claire County Fair Committee end of year Annual Meeting.
- Enforce Ethics Rules, General Rules, and Department Rules.
- Help work through conflicts or differences of opinion.
- Organize a Dairy Safety and health workshop (especially for 1<sup>st</sup> and 2<sup>nd</sup> year exhibitors)
- Organize Dairy Fitting Clinic

- Organize Dairy Showing Clinic
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day.
- Encourage new exhibitors in your department.

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## Eau Claire County Fair Goat Superintendent Responsibilities & Expectations

**The following are the responsibilities and expectations that the ECCF has for the Jr. Goat Superintendent(s)**

- Help Livestock Project Leadership with the initial weigh in, in December. This would include finding location, volunteers, assigning jobs, and welcoming new exhibitors, as per the Livestock Project Leadership team.
- Within 2 weeks of weigh-in verify list of exhibitor's tag numbers and contacts with the Livestock Project Leadership team.
- Schedule an exhibitor meeting during the fair, before the goat show at the fair.
- Have assigned stalls by Wednesday at noon before animals are unloaded
- Check in exhibits
  - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Be at the scale and in the barn area during your department weigh-in
- Check in all other classes (breeding / open class)
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
  - Provide line up, show order, and weight classes by **noon on Thursday**
    - Posted in the middle section in the animal barn, and announced at your exhibitor meeting
    - Additional copies provided for those that want one
  - Ring Set up if applicable
  - Ring Tear down if applicable
  - Get ribbons, department binder, and paperwork needed from the Fair Office.
  - Have special awards/prizes at the announcer table before the start of the show.
  - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.

Keep Track of participation and enforce education requirements

Collect and submit to the Fair Secretary's Office by 9am on Thursday

- Health certificate
- Animal ID Check Information
- Market Drug History
- Cost of Production shall be collected by an hour the start of showtime
- Assist with your department during the sale
- Enforce herdsmanship to make sure barns look clean and professional

- Assist with your department for load out, along with the Livestock Project Leadership team.
  - Final destination spreadsheet will be in your possession by Noon on Sunday
- Ensure that each project exhibitor has posted the proper signage above stalls to include animals information, cost of production, etc...
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Goat Safety and health Workshop (especially for 1st and 2<sup>nd</sup> year Organize Goat Fitting Clinic
- Organize Goat Showing Clinic
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the fair
- Supervise Fair Clean up Sunday after the fair.
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

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# Eau Claire County Fair Horse Superintendent Responsibilities & Expectations

## The following are the responsibilities and expectations that the ECCF has for the Jr. Horse Superintendent(s)

- Schedule an exhibitor meeting no less than one week before the first horse show at the fair
- Verify and collect all health paperwork
  - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
  - Provide line up and show order by **noon on Tuesday**
    - Announced at your exhibitor meeting and posted copy at announcer booth
    - Additional copies provided for those that want one
  - Ring Set up if applicable
  - Ring Tear down if applicable
  - Get ribbons, department binder, and paperwork needed from Fair Office.
  - Make sure special awards/prizes are at the announcer table before show starts.
  - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.
- Keep track of participation and enforce education requirements, along with the Livestock Project Leadership team.
- **Collect and submit to the Fair's Office by 9am on Thursday**
  - **Animal ID Check Information**
  - **Health Certificate**
- Enforce herdsmanship to make sure your area looks clean and professional
- Ensure that each project exhibitor has posted the proper signage above stalls, to include animals information, **in designated educational display**
- Assist with your department for load out
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Horse Safety and Health Workshop
- Organize Horse Fitting Clinic
- Organize Horse Showing Clinic

- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the fair
- Supervise Fair Clean up Sunday after the fair.
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

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# Eau Claire County Fair Poultry Superintendent Responsibilities & Expectations

## The following are the responsibilities and expectations that the ECCF has for the Jr. Poultry Superintendent(s)

- Schedule an exhibitor meeting during the fair, before the Poultry show at the fair.
- Have assigned cages by Wednesday at noon the week of fair, before animals are unloaded
- Check in all classes
  - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
  - Provide line up, show order, and showmanship classes by **noon on Thursday**
    - Posted in the middle section of the barn and announced at your exhibitor meeting
    - Additional copies provided for those that want one
  - Ring Set up if applicable
  - Ring Tear down if applicable
  - Get ribbons, department binder, and paperwork needed from Fair Office.
  - Make sure special awards/prizes are at the announcer table before show starts.
  - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.
- Keep track of participation and enforce education requirements
- **Collect and submit to the Fair's Office by 9am on Thursday**
  - **Animal ID Check Information**
  - **Health Certificate**
- Enforce herdsmanship to make sure barns look clean and professional
- Ensure that each project exhibitor has posted the proper signage above stalls, to include animals information, breed, etc...
- Assist with your department for load out
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Poultry Safety and health Workshop (especially for 1st and 2<sup>nd</sup> year exhibitors)

- Organize Poultry Fitting Clinic
- Organize Poultry Showing Clinic
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the fair
- Supervise Fair Clean up Sunday after the fair.
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

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# Eau Claire County Fair Sheep Superintendent Responsibilities & Expectations

**The following are the responsibilities and expectations that the ECCF has for the Jr. Sheep Superintendent(s)**

- Help Livestock Project Leadership with the initial weigh in, in April. This would include finding location, volunteers, assigning jobs, and welcoming new exhibitors, as per the Livestock Project Leadership team.
- Within 2 weeks of weigh-in verify list of exhibitor's tag numbers and contacts with the Livestock Project Leadership team.
- Schedule an exhibitor meeting before the sheep show at the fair
- Have assigned stalls by Wednesday at noon before animals are unloaded
- Check in exhibits
  - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Be at the scale and in the barn area during your department weigh-in
  - Superintendent or assistant
- Check in all other classes (breeding / open class)
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
  - Provide line up, show order, and weight classes by **noon Thursday** (including breeding stock)
    - Posted in the middle section of the barn and announced at your exhibitor meeting
    - Additional copies provided for those that want one
  - Ring Set up if applicable
  - Ring Tear down if applicable
  - Get ribbons, department binder, and paperwork needed from the Fair office.
  - Make sure special awards/prizes are at announcer table before start of show.
  - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.

Keep Track of participation and enforce education requirements

Collect and submit to the Fair's Office by 9am on Thursday

- Animal ID Check Information
- Market Drug History
- **Cost of Production shall be collected an hour by the start of showtime**

Assist with your department during the sale

- Enforce herdsmanship to make sure barns look clean and professional
- Assist with your department for load out
  - Final destination spreadsheet will be in your possession by Noon on Sunday
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year • Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Organize Sheep Safety and health workshop
- Organize Sheep Fitting Clinic
- Organize Sheep Showing Clinic
- Supervise Fair Set-up the Sunday before the Fair
- Supervise Fair Clean-up the Sunday after the Fair
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

As Superintendent of your department(s), you are a representative of the Eau Claire County Fair and Friends of the Fair. We ask that you interact with exhibitors and fair attendees in a welcoming, friendly, respectful & professional manner.

You are the face of our Fair and your respected project, 365 days of the year. We hold you to a very high expectation to encourage a friendly and learning environment, always.



## Eau Claire County Fair Small Animal Superintendent Responsibilities & Expectations

### The following are the responsibilities and expectations that the ECCF has for the Jr. Small Animal Superintendent(s)

- Schedule an exhibitor meeting during the fair, before the animal show at the fair.
- Have assigned cages by Wednesday at noon the week of fair, before animals are unloaded – If applicable
- Check in all classes
  - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
  - Provide line up, show order, and showmanship classes by **noon on Thursday**
    - Posted in the middle section of the barn and announced at your exhibitor meeting
    - Additional copies provided for those that want one
  - Ring Set up if applicable
  - Ring Tear down if applicable
  - Get ribbons, department binder, and paperwork needed from Fair Office.
  - Make sure special awards/prizes are at the announcer table before show starts.
  - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.
- Keep track of participation and enforce education requirements
- **Collect and submit to the Fair's Office by 9am on Thursday**
  - **Animal ID Check Information**
  - **Health Certificate**
- Enforce herdsmanship to make sure barns look clean and professional
- Ensure that each project exhibitor has posted the proper signage above stalls, to include animals information, breed, etc...
- Assist with your department for load out
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Small Animal Safety and health Workshop (especially for 1st and 2<sup>nd</sup> year exhibitors)

- Organize Small Animal Fitting Clinic
- Organize Small Animal Showing Clinic
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the fair
- Supervise Fair Clean up Sunday after the fair.
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

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## Eau Claire County Swine Superintendent Responsibilities & Expectations

**The following are the responsibilities and expectations that the ECCF has for the Jr. Swine Superintendent(s)**

- Help Livestock Project Leadership with the initial weigh in, in December. This would include finding location, volunteers, assigning jobs, and welcoming new exhibitors, as per the Livestock Project Leadership team.
- Within 2 weeks of weigh-in verify list of exhibitor's tag numbers and contacts with the Livestock Project Leadership team.
- Schedule an exhibitor meeting during the fair, before the swine show at fair.
- Have assigned stalls by Wednesday at noon before fair starts
- Help check in exhibits, be at the unloading area to check paperwork before swine are unloaded
- Be at the scale and in the barn area during your department weigh-in
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
  - Provide line up, show order, and weight classes by **noon on Thursday**
    - Provide line up, show order and weight classes in the middle section of the barn and announced at your exhibitor meeting
    - Additional copies provided for those that want one
    - Ring Set up if applicable
    - Ring Tear down if applicable
    - Get ribbons, department binder, and paperwork needed from the Fair office.
    - Make sure special awards/prizes are at the announcer table before show starts.
    - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.
- Keep Track of participation and enforce education requirements
- Collect and submit to the **Fair's Office by 9am on Thursday**
  - Health Certificate
  - Animal ID Check Information
  - Market Drug History
- **Cost of Production shall be collected an hour by the start of showtime**
- Assist with your department during the sale
- Enforce herdsmanship to make sure barns look clean and professional
- Assist with your department for load out
- Final destination spreadsheet will be in your possession by Noon on Sunday

- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Swine Safety and health workshop (especially for 1<sup>st</sup> and 2<sup>nd</sup> year exhibitors)
- Organize Swine Fitting Clinic
- Organize Swine Showing Clinic
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the Fair
- Supervise Fair Clean up the Sunday after the Fair
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

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# Superintendent Manual

## July 24-30, 2023

### Eau Claire County Fair

<b>Super Intendent Meeting</b>	<b>January 16, 2023</b> 6:30 p.m. Pleasant Valley Town Hall
<b>Super Intendent Meeting/Training</b>	<b>July 19, 2023</b> 9:00 a.m. Eau Claire County Fair Grounds
<b>Expo Building Project drop-off</b>	<b>July 28, 2023</b> 12:30 p.m. Youth Expo Building
<b>Conference and Face to Face Judging</b>	<b>July , 2023</b> 1-6 p.m. Youth Expo Building
<b>Release of Exhibits</b>	<b>July 30, 2023</b> 4:00 pm

**[www.EauClaireCountyFair.com](http://www.EauClaireCountyFair.com)**

The mission of the Eau Claire County Fair is to effectively support and build a community of youth learning leadership, citizenship, and life skills. All youth organizations which participate in the Eau Claire County Fair have similar missions to accomplish this positive youth development.



## INTRODUCTION

The Eau Claire County Fair and Friends of the Fair truly appreciate your willingness to be a Superintendent. You play an important role in helping the Fair provide a positive experience for the youth and adults who choose to participate in the Fair. As a fair superintendent, you have a number of responsibilities. This manual will help you learn what you need to do a good job. This includes:

- General knowledge about the fair
- Some rules & regulations concerning fairs
- Terms used at the fair
- Procedures for carrying out your responsibility as a superintendent

If you have questions, suggestions or comments, you may contact the Eau Claire County Fair Chairman, Jenni Haan at (715-864-0162) Or Meg Mueller, Interim Fair Coordinator at (715) 825-5199.

The Fair Committee and Friends of the Fair would like to thank you for helping us make our fair one of the best. We value your input and continual improvement of the Eau Claire County Fair.

Contact Information		Barron County Fair Office 715-736-FAIR barroncountyfair.com	
<b>Fair Board President</b> Kevin Roske	658 13 <sup>th</sup> Street Hillsdale, WI 54733	715-761-5160	grazinacres@hotmail.com
<b>Executive Fair Secretary</b> Jacque Schaffer	1971 30 <sup>th</sup> Ave. Rice Lake, WI 54868	715-234-7368 715-296-0440	schafferjacque2@gmail.com
<b>Fair Assistant Manager</b> Lennie Grygiel	P.O. Box 329 Rice Lake, WI 54868	715-736-3247	
<b>Junior Class</b> <b>4-H Youth Development Educator</b> Sara Waldron	UW-Extension Office 330 E. LaSalle Ave. Room 2206 Barron, WI 54812	715-537-6253	Sara.waldron@wisc.edu
<b>4-H Youth Development Intern</b>	UW-Extension Office 330 E. LaSalle Ave. Room 2206 Barron, WI 54812	715-537-6806	
<b>Open Class</b>			

## BACKGROUND INFORMATION



*Junior Class:* The purpose of this division in a county fair is to provide an opportunity for members of youth organizations to have items they have made, grown, or raised during the current year as learning projects to be displayed and judged. This department is open to all members of 4-H Clubs, FFA chapters, or any other youth organization in Eau Claire

County having adult leadership and doing equivalent work, with an educational program approved by the Eau Claire County Fair Committee.

The Junior division has several *departments*, each with a different number. Departments are further divided by *classes*. *Premiums* are the monetary awards given to exhibitors for the placing their exhibit receives during the judging process.

Junior Class exhibits are judged by the *Face-to-Face* (Individual Conference) judging system or *Danish* judging system (crops and live animals). Open Class exhibits are judged by the *Regular* judging system. (See Appendix A for descriptions of these judging systems.)

The Fair Committee makes rules and regulations which help the fair run more smoothly and effectively. Eau Claire County Fair receives state aid to help defray the cost of premiums paid to the Junior exhibitors so certain guidelines set up by the Wisconsin Legislature must be followed. This law is referred to as Chapter ATCP 160 – previously termed Ag 5. You will find these regulations listed in the front of the Fair Premium Book.

The Fair Office is located in the trailer on the south fence line of the Fairgrounds behind the Youth Expo and Commercial Building. Hours for the Fair Office are 8 a.m.-9 p.m., Tuesday-Friday of fair week.

## FAIR ENTRIES

The Fair Committee produces premium information for all of our Junior Class. The premium information and entry forms are available on the Eau Claire County Fair website at [www.EauClaireCountyFair.com](http://www.EauClaireCountyFair.com). Prior to the fair, exhibitors complete an entry form on which they list exhibits they plan to bring to the fair.

Junior Class entry forms are submitted online in Fair Entry by **the July 2023 deadline**. The information from Fair Entry, who then creates the entry tags and judging sheets for each exhibit.

Junior Class exhibitor entry tags are distributed to organizational leaders no later than July 1.

## SUPERINTENDENT RESPONSIBILITIES

As a superintendent, your main roles are to organize, coordinate and supervise the activities of one or more specific departments. Please work only in the department(s) you are assigned. This will allow all superintendents the opportunity to give oversight to their departments as they see fit. Expectations and responsibilities of superintendents are given in the following sections.



**Superintendents/Helpers of Animal Departments:** When animals arrive at the fairgrounds, superintendents or helpers are to inspect all registration and health papers **before** animals are unloaded. The animals are also to be inspected. If the Superintendent or helper doubts the health of an animal, the on-call Veterinarian should be sought to check the animal. Unhealthy animals will not be allowed to unload on the Fairgrounds.

## What to Do Prior to the Fair

Attend Superintendent meeting and read this manual.

Inspect your display area. Each department will need a table and chair(s) for the judge(s) and a chair for the helper. Some larger areas have more than one judge. Judging tables will be set up prior to judging day. If you need more tables and chairs, contact the Fair Office (123-4567) to request someone bring you these items.

Recruit helpers for your department to assist on judging day. Tasks for helpers may be placing ribbons on exhibits, displaying exhibits, helping to complete judging sheets and running errands as needed. Your helpers must arrive no later than 12:45 p.m. on judging day. It is preferred that you have adults, not youth, as your helpers.

## What to Do On Judging Day (All Junior Classes except crops and animals)

### Junior Class

At our check-in meeting the week before fair week, you should pick up your judging box, name badge and lanyard to wear throughout the fair (if you did not pick it up at meeting, contact the Fair office) so exhibitors know where to direct their questions. These items will be available in the Fair Office. In the judging box you will find items for the judge including a badge, meal ticket and any other pertinent information. (The meal ticket is redeemable at any food stand.)

Remind your judge that if he/she needs any items, they should ask you to handle their request.

Discuss with your judge any specifics he/she should be aware of in your particular department including:

- 1) Judging system used – whether Face-to-Face, Danish, or Regular (See Appendix A)
- 2) Special awards
- 3) Rules of a particular class
- 4) Reasons for lowering premiums in Junior Class:
  - a) Exhibit was not made during project year (starting after the conclusion of last year's fair) – *disqualified*
  - b) Exhibit was not made by the project member – *disqualified*



- c) Exhibitor does not meet the rules – *lowered one place*
- d) Exhibitor, if not present for judging, should have a written description describing the construction of the project. If this description is not included, the exhibit is not eligible for a blue ribbon, i.e., the exhibit will drop a minimum of one placing.
- e) Do not lose the ribbon if project is entered incorrectly.

Ask the judge to include comments on the entry tag for exhibitors who are not present for judging.

## Judging Process

Be present to supervise your department during judging time, **1 p.m.-6 p.m. on Tuesday.**

The judging box you received at orientation contains ribbons, ballpoint pen, stapler, copy of your section of the Fair Book, Danish Judging Sheet and other supplies. If you need more ribbons during the judging time, you may send your helper to the Fair Office to get a supply.

Youth will stand in the appropriate line with their exhibit to wait their turn to talk with the judge. There will be signs posted to signify which area each line is for. Superintendents and/or helpers may need to assist exhibitors to verify which line they should be in. It is a first-come, first-judged order. Projects do not have to be judged in a specific order.

All Junior Class exhibits will be “Face to Face” judged. The judge will talk with the exhibitor about their item, ask questions, and give constructive comments on what they did well, how to improve, etc.

While the judging is taking place, please keep your opinions to yourself unless the judge asks for them. Please remember, the judge is hired to do the judging.

When the exhibitor comes to the judge’s table, look at the entry tag(s) to verify the department, class, and class of each exhibit and find the appropriate judging sheet(s). The judging sheets have been bound. They are in order by division and class. Please do not change the order of judging sheets or remove any judging sheets from the bound set. (See Appendix C Entry Tags and Judging Worksheets for procedure.) Occasionally, there may be an exhibit with no entry tag or one that is incorrect. **If an exhibit has a number that does not appear on the judge’s sheet or does not agree with the judge’s sheet, you may add or correct the judge’s sheet. Do not send youth to the fair office for tags. Blank tags will be included in your box.** Please make the change/addition clear, as the fair secretary will update the database following the judging. If there are more than one bound set of judging sheets for your department, there is no need to create a master list of results, simply submit all judging sheets.

Each youth will be allowed 3-5 minutes per exhibit. It is the Superintendent’s duty to keep track of the amount of time a judge takes per exhibitor. Let your judge know if they should speed up the process a bit. If an exhibitor has more than one exhibit in a specific area, they may have all their exhibits judged by the same judge. That way they need not stand in line again.

At the end of the 3-5 minute conference, the judge will award the placing for the exhibit based on what he/she learned by talking with the exhibitor. Record the placing on the appropriate judging sheet. (See Appendix C Entry Tags and Judging Worksheets for procedure.)



*Please do not leave judging sheets lying unattended at any time as they are the official record of judging and must be accurate, neat and legible.*

Attach the ribbon by stapling it to the entry tag. The item may then be taken to its display area. If the judge deems the exhibit is of the quality for State Fair or Grand Champion contention, the exhibit may be set aside in order to expedite the process of selecting those exhibits at the end of the day.

Face-to-Face Judging ends **at 6 p.m.** All people still in line at that time should be judged. After judging, exhibitors will be asked to leave.

At that time, judges will select the Grand Champion and State Fair exhibits. Grand Champion and State Fair exhibits will be displayed with the others from the project department.

Grand Champion and Champion ribbons have not been included in the judging box; pick these ribbons up from the fair office. These ribbons and should be stapled to the entry tag along with the blue ribbon. Additional ribbons are available if needed.

A post card indicating State Fair selection and process will be provided by **UW-Extension**. Staple the post card to the entry tag.

### **After Judging**

\*IMPORTANT: Have the judge certify the judging results by signing the affidavit sheet.

Return the completed judging sheets, affidavit sheet, judge's voucher, and judging box to the Fair Office. Have your judge accompany you to the Fair Office so he/she can be paid.

Please arrange exhibits in an attractive display. Feel free to be creative! You may bring your own decorations or other items you feel are appropriate to use in your display area. Some table coverings and skirting are available from the Fair Office. Plan ahead and bring supplies you may need to aid in the display (tacks, tools, pins, nail, staple gun, scissors, tape, etc.)

You are free to leave once you've turned in the judging forms and your area has been arranged for display.

After all departments are displayed, the building will be locked and will not open until **8 a.m. on Wednesday** morning. Please refrain from sharing the names of the State Fair and Grand Champion winners until after the exhibits are open to the public.

### **What to Do During Fair Week**

Preventive safety measures are important to the fair. Monitor your display area for potential hazards and take corrective measures: remove items from aisles, clean up spilled liquids, ask visitors not to handle exhibits, correct people who are fooling around near or with the exhibits, report sick animals to the Fair Office.

Help enforce rules and regulations of the Fair. Contact the Fair Office if you need help or have questions.





## What to Do for Exhibit Check Out

Release of exhibits begins at 4:00 p.m. on Sunday. Please be in your department area by 3:30 p.m.

Exhibits **MAY NOT BE REMOVED** from the building prior to 4:00 p.m. If someone takes their exhibit prior to 4:00 p.m., they will not receive premium money. Record their name, exhibitor number and exhibit department, division and class, and turn it in to the Fair Office.

At checkout, exhibitors must present their claim tickets (which were detached from the entry tag) to you, the Superintendent. If an exhibitor does not have their claim ticket, record their name, address, phone number, 4-H club, exhibitor number, and exhibit description. Turn this information in to the Fair Secretary at the Fair Office at the end of the evening.

Superintendents should check out all entries in their own department. Mark the entry tag with your initials to verify that the claim ticket has been checked. Door monitors will look for the initials on the exhibit tag to verify the claim ticket has been checked so it won't be necessary that it be checked again.

Checkout lasts until 6 p.m. Volunteers will be needed to check out exhibits until 6 p.m.

Exhibits not picked up by 6 p.m. on Sunday will be discarded on the premises.

## Application Process and terms

Every year, the Eau Claire County Fair Committee will be accepting applications for departments. All Expo superintendents will need to fill out an application by August 31, in the odd years, for the subsequent fair year. All animal superintendents will need to fill out an application by August 31, in the even years for the subsequent fair year. (Example; Expo applications accepted till August 31, 2023, for the 2024 and 2025 summer fair and Animal applications accepted until August 31, 2024 for the 2025 and 2026 summer fair)

All applications are subject to a background check and review process by our Fair Committee. The Eau Claire County Fair Committee will have the final decision for hiring.

All applicants are required to fulfill the outlined department descriptions, specific to the department they are applying for.

**Thank you for your time and energy!**





## APPENDIX A

### Types of Judging

#### ***Face-to-Face Judging:***

Face-to-Face judging (also known as individual conference judging) is where an exhibitor brings exhibits to the judge for conversation, evaluation and placing. Face-to-Face judging allows the judge to meet the exhibitors, find out how much they know, how much help they received, what kind of resources they have access to, why they took the project, why they entered these exhibits, what are their favorite subjects, and much more.

The judge has flexibility in placing exhibits as they are not required to follow the Danish formula of so many blue, red, white and pink ribbons. The judge might be giving more blues and reds in Face-to-Face judging because exhibitors can tell the judge what they know and what they learned.

#### ***Danish Judging:***

Under the Danish judging system, the judge will judge an entire class at one time comparing the exhibits to a “standard” and to other entries. The judge decides what placing to give each exhibit. Danish judging puts approximately ¼ of the exhibits in each of the blue, red, white, and pink groups. The Danish chart (Appendix B) shows the breakdown of how placings may be distributed.

#### ***Regular Judging:***

Regular judging is used in the Open division. In Regular judging, only four placings (one first, one second, one third, and one fourth) are given in each class number regardless of the number of entries. The judge does not have to give all four placings or any placings if the quality of the exhibit is not up to standard. Judges may record comments or give reasons, but it is not required.



## APPENDIX B

### Maximum Placings for State Aid Danish Judging

Number of Entries	1 <sup>st</sup> Place not more than	1 <sup>st</sup> two Places not more than	1 <sup>st</sup> three Places not more than	1 <sup>st</sup> four Places not more than
1	1	1	1	1
2	2	2	2	2
3	2	3	3	3
4	2	4	4	4
5	2	4	5	5
6	2	4	6	6
7	2	4	6	7
8	2	4	6	8
9	2	4	6	9
10	2	5	7	10
11	2	5	8	11
12	3	6	9	12
13	3	6	9	13
14	3	7	10	14
15	3	7	11	15
16	4	8	12	16
17	4	8	12	17
18	4	9	13	18
19	4	9	14	19
20	5	10	15	20
21	5	10	15	21
22	5	11	16	22
23	5	11	17	23
24	6	12	18	24
25	6	12	18	25
26	6	13	19	26
27	6	13	20	27
28	7	14	21	28
29	7	14	21	29
30	7	15	22	30
31	7	15	23	31
32	8	16	24	32
33	8	16	24	33
34	8	17	25	34
35	8	17	26	35
36	9	18	27	36
37	9	18	27	37
38	9	19	28	38
39	9	19	29	39
40	10	20	30	40
41	10	20	30	41
42	10	21	31	42
43	10	21	32	43
44	11	22	33	44
45	11	22	33	45
46	11	23	34	46
47	11	23	35	47
48	12	24	36	48
49	12	24	36	49
50	12	25	37	50







Occasionally, there may be an exhibit with no entry tag or one that is incorrect. **If an exhibit has a number that does not appear on the judge's sheet or does not agree with the judge's sheet, you may add or correct the judge's sheet. Do not send youth to the fair office for tags. Blank tags will be included in your box.** Please make the change/addition clear, as the fair secretary will update the database following the judging. If there are more than one bound set of judging sheets for your department, there is no need to create a master list of results, simply submit all judging sheets.

Every effort has been made to provide the judge's sheets in sequential order (matching the fair book.) **Please do not rearrange the judge's sheets from this order.** Some project areas with many entries will receive their judging sheets in a binder. **Please do not remove or rearrange the judge's sheets in these binders.** For project areas that have multiple judges judging the same classes, there is no need to combine judging sheets, simply submit each individual judge's judging sheets in the order they were received.

To record the judge's placing of the exhibit, write the appropriate number for that exhibit (1 for blue, 2 for red, 3 for white or 4 for pink) in the Place column. **DO NOT WRITE B, R, W, or P to indicate placing.**

EXHIBITOR	ENTRY NUMBER	SHOW	JUDGD	PLACE	SPECIAL DESCRIPTION	EXHIBITOR INFORMATION
Chris Clover Dent	1636			2		Sioux Creek Go Getters 4-H

If the wrong placing is written, cross out the mistake with a SINGLE line and write the correct placing in the Special column. Have the judge initial the correct placing.

EXHIBITOR	ENTRY NUMBER	SHOW	JUDGD	PLACE	SPECIAL DESCRIPTION	EXHIBITOR INFORMATION
Chris Clover Dent	1636			<del>2</del>	1 JS	Sioux Creek Go Getters 4-H

For the Cloverbuds class, mark all placings as a "1", except if the exhibitor is a no-show. Cloverbuds receive a participation ribbon and a set premium for their exhibits.

## Eau Claire County Fair Structure Proposal

\*Fair Committee – Has final approval on all categories

- Insurance/Legal/Health
- Grounds Coordinator
  - Night watchman/security
- Animal Coordinator
  - Livestock Project leadership team
- Expo Coordinator
  - Superintendents
  - Judges
  - Fairbook
  - Show tent
  - Scavenger/Medallion hunt

\*Fair Coordinator

- Grounds contract
- Tents
- Sanitation-Porta potties/wash stations/bathroom staff/dumpsters
- Security procurement
- Manure hauling
- Fair Entry-programming and training
- Judges contracts
- Fair office staffing
- Website (forms implementation)
- Profiles
- Moove booth
- Fair Olympics (OYC)
- Coloring contest (Extension Educator)
- Lego Contest (Extension Educator)
- Booths (Extension Educator)
- Social Media
  - Facebook/Instagram
  - Photographers – Fair Committee to help with
  - Sign up genius – Fair Committee to help with
- Awards – Fair Committee to approve
  - Trophies, buckles?
  - Program-Sunday
  - Ribbon inventory/ordering



### \*Friends of the Fair Committees

- Silent Auction
- Tribute Garden
  - Military tribute
  - Stone dedication
- Raffle
- Advertising – Needs approval from Fair Committee
  - Billboards
  - Media Spots
    - WEAU
    - WQOW
    - WAXX
- 
- Food – Needs approval from Fair Committee
  - Expo
  - Dairy Shack
  - Vendors
- Hospitality-Corresponding Secretary
  - Volunteer thank you's (shirts, etc)
- Promotions/Events-approval from fair committee
  - Master Gardeners
  - Military tribute
  - Bike rodeo
  - Pedal pull
  - Car Show
  - Petting Zoo
  - Horse pull
  - Chicken dinner
  - Bingo
  - Rodeo/Fun Show
  - Blue ribbon kids day tent
    - Extension
    - RFK carnival
    - Safety displays
  - FFA day
  - Entertainment
    - Kids fair entertainment
    - Bands
      - Donkey races
      - Car Show
      - Chicken dinner/bingo
  - Fun Run?
- Sponsorships-Corresponding secretary/treasurer
- Clothing