

Agenda
Fair Committee
February 14, 2024, at 7:00 pm
Bridge Creek Town Hall: S9515 WI-27 Augusta, WI 54722

Those wishing to make public comments can submit their name and address no later than 30 minutes prior to the meeting to Traci Martinson tompki9098@aol.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. A majority of the county board may be in attendance at this meeting, however, only members of the committee may take action on an agenda item.

Meeting link:

<https://eau Clairecounty.webex.com/eau Clairecounty/j.php?MTID=m712cce9d0fbf5e6e6b1f4f014c231c70>

Meeting number: 2533 394 5898

Meeting password: hQPYw8pmA37

Join by phone: 1-415-655-0001 Access code: 25333945898

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Committee Minutes- Discussion/Action
 - a. January 17, 2024 - minutes
5. County and Fair Relationship – Discussion/Action
 - a. Fair Structure
 - b. Roles/Responsibilities
 - c. Code of Conduct
6. 2024 Fair - Discussion/Action
 - a. Fair Schedule
 - b. Fair Vet

- c. Open Show Class
 - d. Flyers
 - e. Superintendents
 - f. Committee Updates
7. Fair Committee Structure Fair Representative Reports – Discussion/Action
- a. County Board - MOU - Missy
 - b. Livestock - Derrick
 - c. Extension – Rachel
 - d. Friends of the Fair – Tammy
 - 1. 2023 Financial Report
8. Fair Coordinator Report – Discussion/Action
- a. Updates
9. Announcements
10. Future Agenda Items
11. Future Meeting Date:
- a. March 4, 2024 @ 6:00pm - Extension Office, Altoona
 - b. March 4, 2024 @ 6:30pm - Joint Meeting - Extension Office, Altoona
12. Adjourn

Fair Committee Meeting Minutes

January 17, 2024, at 7:00 pm

227 1st Street West Altoona, WI 54720 Room 103/104

1. Call to Order and Confirmation of Meeting Notice

A confirmation of meeting notice was made. Meeting called to order by Chair Martinson at 7:03 p.m.

2. Roll Call

Committee Members Present: Traci Martinson, Derrick Nelson, Jodi Thesing-Riter, Devin Hadorn-Papke, Missy Christopherson, Valerie Strauch, Tammy Schlewitz, Meg Mueller, and Jenni Haan

Others Present: Jim Stone, Sarah Brown-Jager and Charles Ellefson

3. Public Comment: Motion to close public comment by Jenni Haan; second by Missy Christopherson; Motion passed.

4. Approval of Committee Minutes- Discussion/Action

a. December 13, 2023 - minutes

Motion by Jenni Haan; second by Missy Christopherson; Motion passed.

5. County and Fair Relationship – Discussion/Action

a. Fair Structure- recommended that Fair Committee and Friends of the Fair attend the Extension Education Committee meeting on February 21. Time TBD. Requested that the meeting be after 6:30 p.m. to accommodate work schedules for committee members. It is recommended that action be taken by the Extension Committee at the end of the meeting.

b. Roles/Responsibilities- Meg Mueller distributed an updated document to be reviewed and approved at the February Fair Committee meeting and then be sent to Extension Education Committee for approval in March.

c. Code of Conduct- Jodi did not have a document to share at this meeting. Tammy proposed that we use the WAF document. She read the document and committee members agreed that it would be a good starting point. Tammy will email that PDF to committee members and the committee will vote on the document at the February meeting.

6. 2024 Fair - Discussion/Action

a. Fair Theme -A discussion took place about the submitted themes. Following the discussion, Jenni Haan made a motion to use “Celebrating a Century: Reflecting on the Past and Focusing on the Future”; Jodi Thesing-Ritter seconded the motion. Motion carried.

b. 2024 Schedule- Meg Mueller verbally presented a proposed schedule. Rachel suggested that cats be moved to Friday. Meg will have a written schedule at the February meeting.

Jenni Haan proposed that we add a rodeo to the schedule on Sunday, July 21 from 6:00 to 8:00 p.m. Details were shared about the opportunity. Jodi Thesing-Ritter made a motion to approve the proposal. Derrick Nelson seconded the motion.

Rachel reported that the Foods Revue will be on March 17. The Clothing Revue will be on Saturday, May 4.

c. Fair Book

Meg Mueller presented the horse changes. No action is needed as the fair book has been approved.

d. Committee Updates

Jenni Haan presented donkey races information. Derrick Nelson moved to approve the donkey races and Traci Martinson seconded the motion. Motion carried.

e. Fair Vet

Add to the next agenda when Mondovi Vet can provide the fee structure so the committee can make an informed decision.

7. Fair Committee Structure Fair Representation Reports – Discussion/Action

a. County Board - MOU – Chancy presented the proposed MOU. He highlighted the proposed language changes. The recommendation was made that the DATCP report would be provided to the Extension Education Committee prior to the February meeting. This will allow the DATCP report to be submitted to the state before it would go to Extension Education Committee.

Tammy Schlewitz made a motion to remove existing language in item 12 and replace it with language to submit the DATCP report prior to the February Extension Education meeting. Jodi Thesing-Ritter seconded the amendment. Motion carried.

Jenni Haan made a motion to approve the MOU as amended. Derrick Nelson seconded the motion. Motion carried.

The MOU will now move to the Friends of the Fair for approval.

b. Livestock - Derrick

The livestock committee completed their livestock rules updates. Those rules have been submitted for the Fair Committee. The primary change to the rules will be to allow youth to sell one large and one small animal. Those youth will be required to earn twice the points. Jenni Haan made a motion to approve the rules as presented. Tammy Schlewitz seconded the motion. Motion carried.

Devin Hadorn-Papke raised concerns about no minimum weight for sheep. It was recommended that this suggestion be referred to the Livestock Committee for consideration for next year.

c. Extension – Rachel

The Dean of Education for UW-Extension has recommended that all Extension staff be on site at Fairs to provide education and promotion.

d. Friends of the Fair – Tammy

There has not been a Friends of the Fair Committee meeting. Meg is working to finalize the DATCP report. The County Fair made over \$26,000 this year.

Jodi Thesing-Ritter suggested to take to Friends of the Fair to consider offering exhibitor fee scholarships to all exhibitors in honor of the 100th anniversary of the Eau Claire County Fair. Meg Mueller agreed to take this to the committee.

e. Financial Report

The committee working to prepare the financial report is continuing to work on the financial report.

8. Eau Claire Livestock Experience – Discussion/Action

a. Devin- Will work to address the dates on the application so they can coincide with completing the necessary requirements of the Livestock Committee.

9. Fair Coordinator Report – Discussion/Action

a. Updates- Meg Mueller reported on the WAF Conference. The group that attended came back with lots of great ideas.

10. Announcements: None

11. Future Agenda Items

12. Future Meeting Date:

a. February 21, 2024 @ 6:30 pm for the joint committee meeting with Extension Education Committee and Fair Committee. Fair Committee meeting commences immediately following the joint Committee meeting.

13. Adjourn Meeting adjourned at 9:35 p.m.

Respectfully submitted January 17, 2024

Jodi M. Thesing-Ritter

Jodi M. Thesing-Ritter

Committee Secretary

Code of Conduct

Behavior Expectations for Wisconsin Association of Fairs (WAF) Members Eau Claire County Fair Attendees:

Family, youth and community serving organizations trust the WAF Members Volunteers to provide quality leadership and care for youth and community who are involved in fair sponsored programs. The opportunity to work with youth and community is a privileged position and should be held only by those who are willing to demonstrate behaviors that fulfill this trust. The primary purpose of this process is to ensure the safety and well-being of all participants (i.e. youth, community, their parents and families, salaried and volunteered staff). Fair Committee Members, Friends of the Fair members, and volunteers are expected to abide by the following behavior standards and to conduct themselves as positive role models.

As a WAF member Fair Participant or guest I will:

CONDUCT myself with courteous manners and language, exhibiting good sportsmanship, serving a positive role model, treating others with respect, and demonstrating reasonable conflict resolution skills.

ABIDE by all local, state, and federal laws and WAF Eau Claire County Fair rules, policies, and guidelines.

ACCEPT supervision and support by fair staff or designated management volunteers.

MAKE all reasonable efforts to ensure that programs are accessible to all individuals regardless of race, color, sex, creed, disability, religion, national origin, ancestry age, sexual orientation, pregnancy, marital or parental status.

TREAT animals in a humane manner and teach program participants to provide appropriate animal care management.

NOT consume alcohol in excess while responsible for fair related Association activities nor allow fair participants under my supervision to do so.

CONDUCT myself in a manner that is in the best interest of the youth and community and will not use the volunteer position for purposes of private or personal gain.

RECOGNIZE that verbal, sexual, physical abuse and/or neglect of youth or community is unacceptable. Report suspected abuse.

~~THE WAF BOARD OF DIRECTORS FAIR COMMITTEE HAS THE AUTHORITY TO SUSPEND OR TERMINATE WAF MEMBERSHIPS IF MEMBERS PARTICIPATION IF DO NOT ABIDE BY THESE EXPECTATIONS ARE NOT MET.~~

2024 Eau Claire County Fair Master Schedule

Sunday, July 21

10 AM - 5 PM Fairgrounds Expo & Barn Set-Up

6:30 PM Beer, Soda, & Wine Judging, Expo Building

6-8 PM Rodeo, Horse Arena

Monday, July 24

2-8 PM Project Drop-off, Expo Building

Tuesday, July 25

9 AM Barns open to exhibitors, Barn A, C, D

9 AM Expo Department Judging, Conference Judging,
Face-to-Face Judging (Check Fair Book for specific Judging Areas),
Expo Building

5 - 8 PM Rabbit check-in, Barn C

Wednesday, July 26

9 AM Rabbit Show, Barn C

9 AM Horse Pleasure Show, Horse Arena

3 - 8 PM Livestock, Dairy & Poultry check-in/Market animal weigh in
Barn A, C & D

6 PM Exhibitor Fair Olympics hosted by 4-H Older Youth Council,
Horse Arena

8 PM Fair Lego Theme Contest Entries Due, Expo Building

Thursday, July 27: Boy Scouts of America Day

8 AM Opening Ceremonies hosted by Eau Claire County Boy Scouts,
Tribute Garden

8:30 AM Youth Development Judging (Cloverbud & Exploring), Expo
Building

9:30 AM Poultry Show, Barn C

10 AM Goat & Sheep Show with President's Class, Barn D Tent
Immediately Following the Goat and Sheep Show Exotics Show,
Barn D Tent

3 PM Swine Show, President's Class & Alumni Show, Barn D Tent

5 - 8 PM Dairy cow check-in with superintendent approval, Barn A

**Profiles Livestock Show Supply & Custom Embroidery will be on
the grounds Thursday - Sunday**

**Friends of the Fair Raffle - 6:30 PM Aug. 20 at Pleasant Valley
Community Center**

Food Trucks on site Wednesday-Saturday

Friends of the Fair Silent Auction

Bid Online at: <https://www.32auctions.com/ECFOF24>

Dairy Shack Hours

Wednesday, Thursday, Friday, Saturday 8 AM-9 PM

Sunday 8 AM-5 PM

Expo Building Kitchen Hours

Monday 2-8 PM

Tuesday 9 AM- 5 PM

Wednesday 11 AM -8 PM

Thursday 11 AM- 6 PM

Friday 11 AM-6 PM

Saturday 11 AM-6 PM

Sunday Charcoal Chicken Dinner 11 AM-2 PM

Friday, July 28: Eau Claire County 4-H Day

8 AM Opening Ceremonies hosted by Eau Claire County 4-H, Tribute
Garden

9 AM Beef Show, Barn A Tent

10 AM Interactive Kids Events, hosted by the Boy Scouts, Barn C

10 AM - 6 PM Kid's Day Youth Activities & Public Safety Display, Kid's
Day Tent and Outdoor area

10 AM - 3 PM Ask the Master Gardener Your Questions, Expo
Entrance Grass

2 PM Small Animal & Cat Show, Expo Center

3:30 PM Rocket Launch, Large Outside Field

5 PM Horse Gymkhana, Horse Arena

4:30pm registration-5 pm start Harvest Moon Family Pedal Pulls,
Ages 4-12, Barn C

5:30 - 8 PM Lee Marsh Memorial Classic Car Show, Parking Field

6 PM Ice Cream Eating Contest, Entertainment Tent

7 PM Fair Entertainment-Hosted by the 4-H Older Youth Council,
Entertainment Tent

7:30-11 PM Eau Claire County Fair Reunion Dance, Entertainment
Tent

Saturday, July 29: FFA Day

7 AM 5K fun ride

7-10 AM Town of Washington Fire Dept. Pancake Breakfast, Expo
Building

8 AM Opening Ceremonies hosted by local FFA chapters, Tribute
Garden

10 AM Dairy Show, Barn A Tent

9 AM Dog Show, Dog Arena

10:30 AM Cattle President's Class, Barn A Tent

10 AM-4 PM FFA Corn Feed, Pavilion

11 AM-3 PM Drill Team Demonstration (hourly on the hour), Horse
Arena

10 AM - 6 PM Kid's Day Youth Activities & Public Safety Display, Kid's
Day tent and Outdoor area

10 AM - 3 PM Ask the Master Gardener Your Questions, Expo
Entrance Grass

11 AM Military Color Guard presentation, Tribute Garden

11 AM - 2 PM Bike Safety & Give Away, Kid's Day Tent outdoor area

12 PM EC County Fair Coloring Contest Entries Due, Fair Office

12 PM Celebrity Donkey Races, Concessions provided by Boy Scouts,
Field arena

4 PM Bidder Check-in 5 PM Livestock Auction, Barn D Tent

6 PM Livestock Sale of Champions, Barn D Tent

7 PM-11 PM "Cheers to 100 years" Celebration Dinner/Dance

Sunday, July 30 Girl Scouts of the NW Great Lakes Day

8 AM Opening Ceremonies hosted by Girl Scouts, Tribute Garden

8 AM Equine Fun Show, Horse Arena

10 AM Wisconsin Horse Pullers Assn. Draft Horse Pull, Field Arena

10 AM Small Animal Fun Day, Barn C

12 PM Cleghorn Lion's Bingo, Entertainment Tent

12 PM FAIRly Fun Games hosted by the 4-H Older Youth Council,
Tribute Garden

1 PM Friends of the Fair Silent Auction Ends, Online

2 PM Friends of the Fair Tribute Garden Dedication & Awards
Ceremony, Tribute Garden

3 PM Friends of the Fair Silent Auction Pick-Up, Expo Building

4 PM Exhibits & Animals Released

4-6 PM Fair Project Entry Pick-up, Expo Building



Annual Financial Report

Print this page

Annual Financial Report

Due January 31st

Fair Name:

County Name: 

Year: 

[View Accounting Procedure for Annual Report](#)

Receipts/Disbursements: All fields are required. Enter "0" if no amount for a given field.

	RECEIPTS		DISBURSEMENTS
Administrative Income:	<input type="text" value="\$1,243.68"/>	Administrative Expense:	<input type="text" value="\$7,638.17"/>
Aid - State:	<input type="text" value="\$4,195.94"/>	All Federal Taxes:	<input type="text" value="\$0"/>
Aid - County and Other governmental:	<input type="text" value="\$10,000"/>	All State Taxes:	<input type="text" value="\$0"/>
Advertisements:	<input type="text" value="\$0"/>	Salaries and Cost for Service:	<input type="text" value="\$3,800"/>
Gate Receipts (Include Parking):	<input type="text" value="\$0"/>	Officers' Salaries and Expenses:	<input type="text" value="\$683.64"/>
Grandstand (Include Tax):	<input type="text" value="\$0"/>	Superintendents and Assistants:	<input type="text" value="\$0"/>
Space Rental to Concessionaires & Commercial:	<input type="text" value="\$733"/>	Judges:	<input type="text" value="\$4,407.35"/>
Contest Entry Fees:	<input type="text" value="\$240"/>	Premiums:	<input type="text" value="\$5,678.1"/>
Fair Operated Concessions:	<input type="text" value="\$3,182.79"/>	Supplies, Ribbons & Trophies:	<input type="text" value="\$7,284.84"/>
Stall and Pen Fees:	<input type="text" value="\$1,199"/>	Printing, Premium Books & Programs:	<input type="text" value="\$755"/>
Exhibitor Entry Fees:	<input type="text" value="\$2,931"/>	Advertising:	<input type="text" value="\$1,905"/>
Gifts:	<input type="text" value="\$472.51"/>	Association Dues & Memberships:	<input type="text" value="\$496.2"/>
Loans:	<input type="text" value="\$0"/>	Insurance:	<input type="text" value="\$800"/>
Use of Fair Grounds Rentals (non-Fair Income):	<input type="text" value="\$0"/>	Utilities:	<input type="text" value="\$0"/>
Sponsorships, Donations, etc.:	<input type="text" value="\$52,605"/>	Rental of Equipment:	<input type="text" value="\$17,058.01"/>
Merchandise Sold:	<input type="text" value="\$0"/>	Special Acts, Features & contests:	<input type="text" value="\$17,684.08"/>
Milk Sales:	<input type="text" value="\$0"/>	Fair Operated Concessions:	<input type="text" value="\$772.1"/>

<i>Fairest of the Fair Contest:</i>	<input type="text" value="\$0"/>	<i>Merchandise, Bought for Resale:</i>	<input type="text" value="\$0"/>
<i>Vendor (Recovery) Insurance:</i>	<input type="text" value="\$0"/>	<i>Maintenance, Buildings & Grounds:</i>	<input type="text" value="\$0"/>
<i>Carnival Income:</i>	<input type="text" value="\$0"/>	<i>Fairest of the Fair Contest:</i>	<input type="text" value="\$0"/>
<i>Meat Animal Sale:</i>	<input type="text" value="\$0"/>	<i>Plant & Equipment, Permanent:</i>	<input type="text" value="\$0"/>
<i>Merchandise:</i>	<input type="text" value="\$0"/>	<i>Meat Animal Sale:</i>	<input type="text" value="\$959.79"/>
<i>Miscellaneous:</i>	<input type="text" value="\$18,876"/>	<i>Interest on Loans:</i>	<input type="text" value="\$0"/>
<i>Itemize Misc over \$500: (list out items included in amount above)</i>	<input type="text" value="Kids Day: \$3111, Raffle: \$6345, Si..."/>	<i>Repayment of Loans:</i>	<input type="text" value="\$0"/>
		<i>Miscellaneous Disb:</i>	<input type="text" value="\$3,331.88"/>
		<i>Itemize Misc Disb over \$500: (list out items included in amount above)</i>	<input type="text" value="Horse project reimbursement:\$..."/>
Total Receipts: (Calculated Field)	<input type="text" value="\$95,678.92"/>	Total Disbursements: (Calculated Field)	<input type="text" value="\$73,254.16"/>
<i>Cash on Hand (last report):</i>	<input type="text" value="\$7,742.23"/>	<i>Cash on Hand Disb (carried to next year's report):</i>	<input type="text" value="*"/>
Receipts Total: (Calculated Field)	<input type="text" value="\$103,421.15"/>	Disbursements Total: (Calculated Field)	<input type="text" value="\$73,254.16"/>

Statement MUST Balance

RIGHT CLICK AND PRINT YOUR FORM BEFORE SUBMITTING IF YOU NEED A HARD COPY.
IT PRINTS IN FULL FORMAT FROM HERE.



EAU CLAIRE COUNTY FAIR, FRIENDS OF THE FAIR, & EXTENSION Roles/Responsibilities

This document was created to assist in providing a better understanding of Eau Claire County Fair structure and responsibilities and how it relates to the Friends of the Fair and Eau Claire County Extension.

The amount of work required to undertake the fair and the increasing difficulty in finding volunteers with sufficient time in all aspects of society, this document clarifies the roles and looks toward the future for healthy succession planning.

The document aligns the roles of University of Wisconsin-Madison Extension Eau Claire County staff with the “Guidance on the Educational Roles of County Extension Educators at County Fairs” 2019 document provided by Extension and endorsed by the Wisconsin Association of Fairs. Eau Claire County, in looking at opportunities to increase efficiencies in all departments by providing only mandated services, understands that this means shifting work, but doing so toward the logical and more appropriate actors involved in future Fairs.

Due to the changes within Extension and Eau Claire County and its roles regarding the Fair, a paid Fair Coordinator was hired in 2019 for the 2020 Fair to help significantly reduce the potential for volunteer burnout, facilitate committee transitions, and eliminate Extension office administrative commitments with the goal of participating within the fair with Extension educational support. The current Fair Coordinator is working from home and is financially supported by the Friends of the Fair. The Fair Coordinator reports to the Friends of the Fair and the Eau Claire County Fair Committee as a non-voting member.

The financials of the Fair are provided and reviewed by the State of Wisconsin, DATCP in a required, yearly report. This report is also provided for review to the Friends of the Fair, Eau Claire County Fair Committee and Eau Claire County Extension Education Committee

Date	Fair Coordinator	Eau Claire County Fair Committee	Friends of the Fair	Extension Eau Claire County
	<p>Role: Coordinates, sets up, and runs the operations of the fair. Reports to Friends of the Fair and provides updates to the Fair Committee. Processes payments in coordination with FOF treasurer. Not a voting member of FOF or Fair Committee. Prepares financial reports for the state, FOF and county. Responsible for keeping the Fair website and Social Media updated.</p>	<p>Role: Sets Eau Claire County Fair policy and schedule, approves updates to the fair book. Oversees planning and execution of departments covered in the Fair book. Reports monthly to Extension Education meetings. Supports Livestock Project education and coordinates project events that are included in the Fair book and take place at the Fair.</p>	<p>Role: The financial support for the Eau Claire County Fair. Handles all finances and pursues sponsorships for the Fair. Promotes the Fair. Coordinates the special activities and events not covered by the Fair book.</p>	<p>Role: Leads and supports the 4-H Youth Development program, promotes the 4-H program and partners with the fair for educational opportunities. Extension shares Fair-related updates for 4-H members and families.</p>
September	<ul style="list-style-type: none"> ● Share Fair Committee & FOF contact lists from Extension ● State paperwork ● Announce dates for next year's Fair ● Post next year's fair dates on WAF homepage 	<ul style="list-style-type: none"> ● Election of officers ● Update Fair Committee contact list ● Post superintendent applications on the website. ● Distribute Committee descriptions for members to review. 	<ul style="list-style-type: none"> ● Update FOF Committee contact list ● FOF Meeting ● Review previous fair's success/failures, ect. ● 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities
October	<ul style="list-style-type: none"> ● Discuss Fair Book changes with superintendents. ● Face-to-face judging ● Provide FOF & Extension Education Committee with Fair financial report 	<ul style="list-style-type: none"> ● Review Fair Book changes ● Assign Fair Committee assignments ● Activities & Entertainment <ul style="list-style-type: none"> ● Fair Book Sub-committee meet 	<ul style="list-style-type: none"> ● FOF fiscal year end ● Plan for following year's fair activities and entertainment <ul style="list-style-type: none"> ● WAF District 2 Fall Meeting. ● 	<ul style="list-style-type: none"> ● Advise on Fair Book Changes ● Plan & organize Educational opportunities

	<ul style="list-style-type: none"> ● WAF District 2 Fall Meeting. 	<ul style="list-style-type: none"> ● WAF District 2 Fall Meeting. 		
November	<ul style="list-style-type: none"> ● Contact Expo for next year's Fair Contract ● Update Open and Jr. Class Fair book ● Work with FOF to update sponsorship letters and tracking spreadsheets ● Review stalling & entry fees 	<ul style="list-style-type: none"> ● Finalize Updates for Open and Jr. Class Fair book ● Review stalling and entry fees ● Committee assignment updates ● Activities & Entertainment Updates <ul style="list-style-type: none"> ● Fair Book Sub-committee meet 	<ul style="list-style-type: none"> ● FOF Annual Meeting ● Election of Officers & Board of Directors ● Activities & Entertainment ● Raffle Coordinator start collecting donations ● Approve updated sponsorship letter/ mailing labels from FOF ● Update sponsorship letter ● Update mailing labels ● Confirm sponsorship & recognition levels 	<ul style="list-style-type: none"> ● Brainstorm educational projects/roles for fair in conjunction with Fair Committee ● Plan & organize Educational opportunities
December	<ul style="list-style-type: none"> ● Contact contract companies ● Secure tents and golf carts. ● Entertainment & Activities 	<ul style="list-style-type: none"> ● Approve Fair Book ● Committee assignment updates ● Activities & Entertainment Updates ● Discuss Judges Pay & Milage 	<ul style="list-style-type: none"> ● Research new donors ● Print letters and labels for sponsorship ● Set advertising budget ● Food Vendors ● Set Entertainment budget and discuss WAF plan. 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities
January	<ul style="list-style-type: none"> ● Recruit judges for fair ● Arrange for Activities & Entertainment ● Secure hotel for judges if needed ● Contact Master Gardeners ● Secure superintendents ● Develop Fair Schedule ● WAF Convention ● Meet with Awards Committee ● Post Fair Book to Website. 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment Updates ● Comments on Fair Schedule ● Representatives attend WAF ● Review Superintendent applications and make selections. 	<ul style="list-style-type: none"> ● Stuff and mail the sponsorship letters ● Contact Pedal Pull contractor ● Research new donors ● Representatives attend WAF ● Food Vendors 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities ● Foods & Nutrition event to get ready for Foods Revue ● Promote Foods Revue

	<ul style="list-style-type: none"> ● Schedule location for Superintendent meeting ● Send Foods Revue portion of Fair Book to Extension Office ● Find Foods Revue Judge ● Book entertainment acts at WAF ● 			
February	<ul style="list-style-type: none"> ● Recruit Judges ● Order ribbons through Blue Ribbon by 2/15 ● Get DATCP regulations for Fairbook ● Secure manure hauling for livestock ● Send out sponsorship Thank you letters for those received ● Update FairEntry 	<ul style="list-style-type: none"> ● Committee assignment updates ● Finalize Fair Schedule ● Activities & Entertainment Updates 	<ul style="list-style-type: none"> ● Distribution Raffle tickets ● Activities & Entertainment 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities
March	<ul style="list-style-type: none"> ● Recruit Judges ● Confirm there are enough Thank you notes and envelopes for the fair ● Cookie recipe for contest ● Send out sponsor thank you notes 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment Updates ● Policies & procedures for the check -in gate 	<ul style="list-style-type: none"> ● Storage unit inventory and order needed supplies. 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities
April	<ul style="list-style-type: none"> ● Recruit judges for fair ● Secure night watchman, garbage, & security ● Send out reminder email for Managerial Papers 	<ul style="list-style-type: none"> ● Contact County to post open committee positions ● Committee assignment updates ● Activities & Entertainment Updates 	<ul style="list-style-type: none"> ● Update advertising ● Activities & Entertainment ● Organize special events ● Silent Auction Items ● Secure Volunteer Help ● Inventory FOF Shed 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities ● Plan Sewing Project Program ● Promote Clothing Revue

	<ul style="list-style-type: none"> ● Contact WAF to request Fairest of the Fair appearance ● Send thank you notes for sponsorships received ● Find Clothing Revue Judge ● WAF District 2 Spring Meeting 	<ul style="list-style-type: none"> ● Decide the Distinguished Service and Partner in Fair Award Recipients: order plates and plaque (plates go to the extension office) <ul style="list-style-type: none"> ● WAF District 2 Spring Meeting 	<ul style="list-style-type: none"> ● Order needed supplies <ul style="list-style-type: none"> ● WAF District 2 Spring Meeting 	
May	<ul style="list-style-type: none"> ● Launch FairEntry on June 1 ● Answer FairEntry questions ● Order Distinguished Service & Partner in Fair Awards ● Order Trophies/Awards ● Organize judge's paperwork ● Meal tickets ● Clothing Revue 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment Updates ● Plan Fair Set-up ● Plan help nights for FairEntry. 	<ul style="list-style-type: none"> ● Fair promotional materials ● Organize special events 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities
June	<ul style="list-style-type: none"> ● Recruit/arrange Fair office staffing ● Collect insurance certificates ● Plan Superintendent training ● Organize photo volunteers ● Print exhibitor tags to put in envelopes ● Secure water donations ● Secure paper product donations ● Raffle permit ● Plan awards program ● Send out reminder stalling form ● Coordinate Expo Set-up Committee Meeting Plan with the Treasurer for cash on hand to start fair. 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment FINAL ● Plan awards program ● Meet with Expo Set-up Committee ● Check AED Battery and First Aid kit expiration dates. 	<ul style="list-style-type: none"> ● Collect Raffle tickets ● Organize special events ● Meet with Expo Set-up Committee ● Send map of grounds to food vendors ● Plan with the Treasurer for cash on hand to start fair. 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities ● Plan/Finalize Older Youth Council participation in the Fair

<p>July</p>	<ul style="list-style-type: none"> ● Arrange for printer/copier/computer for fair office ● Superintendent Meeting ● Set up Expo Pre Fair walk thru ● Double check to make sure Diggers Hotline has been called 2 weeks before Fair starts ● Apply for tent permit ● Golf cart/vehicle waivers ● Send Expo/Livestock Award lists to Extension and the Livestock Secretary ● Print labels for thank you notes and attach to appropriate trophies ● Arrange trophies/awards for all shows with thank you notes ● Arrange for the backdrop for Fair pictures ● Finalize Map for the fair and send to vendors ahead of time ● Organize Stalling information forms for superintendents ● Superintendent meeting ● Equipment double check run through 	<ul style="list-style-type: none"> ● Send out invitations to County Board & Extension Education members to attend Fair ● Committee assignments updates ● Set the next year's fair dates ● Finalize map ● Coordinate with Fair Coordinator to make state fair exhibit "you've been chosen" (Chair) ● 	<ul style="list-style-type: none"> ● Coordinate Volunteer Help ● Advertising Material Distribution ● Sell/Collect Raffle Tickets 	<ul style="list-style-type: none"> ● Coordinate with Fair Coordinator to make state fair exhibit "you've been chosen" ● Plan & organize Educational opportunities
<p>Week before Fair</p>	<ul style="list-style-type: none"> ● Create department-specific trophy list from master awards list ● Make superintendent packets (judging instructions, department list, judging worksheet, trophy list, state fair/alternate cards where applicable, Ribbons) 	<ul style="list-style-type: none"> ● Fair Committee – Double check assignment list to ensure your duties are completed. IF something is not done secure help to finalize list 	<ul style="list-style-type: none"> ● Confirm Volunteers 	

	<ul style="list-style-type: none"> ● Create check-in/check-out system for judges and superintendents ● Print name tags for superintendents & judges ● Create set up and take down checklists (sign inventory?) ● Cleanup checklists for Expo, grounds, & barns ● Obtain cleaning supplies (mop, rags, ice cream buckets, Lysol, dish soap, Disinfect, & masks, etc.) ● Golf cart signs “must be 21 years old to drive” ● Double check with night watchman/security/garbage 			
Week of Fair	<ul style="list-style-type: none"> ● Organize “fair office” supplies ● Shelves for storage ● Golf cart signs ● Collect all paperwork for the state, health certificates, coggins test, & pullorum testing in binder. ● Post photos on Facebook page and fair website 	<ul style="list-style-type: none"> ● Fair Set up 	<ul style="list-style-type: none"> ● Fair Set up 	<ul style="list-style-type: none"> ● Attend/Support Fair ● 4-H Educational Booth
Week after Fair	<ul style="list-style-type: none"> ● Compile and total judge payment sheets ● Collect fair judging results and put into report form from state and then submit 	<ul style="list-style-type: none"> ● Committee Members FairGrounds walk through ● Barn floors power washed 		
August	<ul style="list-style-type: none"> ● Pay judges 	<ul style="list-style-type: none"> ● Evaluate Fair 	<ul style="list-style-type: none"> ● Hold the Raffle 	

	<ul style="list-style-type: none">● Make sure all paperwork is cleared with the state● File all Animal Health paperwork● Send in all state paperwork within 30 days● Sign/notarize affidavit paperwork for the fair to send into the state● Fair Checks sent to exhibitors● Put together Thank You for the Fair Ad● Send out survey to exhibitors	<ul style="list-style-type: none">● Brainstorm changes for next year● Announce next year's Fair Dates		
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Updated 01/16/2024