

AGENDA

Eau Claire County

• *Fair Committee* •

Date: November 13, 2019

Time: 7:00 pm

Location: *Extension Ag Building*
227 1st St West Altoona, WI 54720

1. Call to Order and confirmation of meeting notice
2. Chair, Vice Chair, Secretary appointment / Discussion – Action
 - a. Elect Chair
 - b. Elect Vice Chair
 - c. Elect Secretary
3. Public Comment
4. Review/Approval of Committee Minutes-Discussion/Action
 - a. October 9, 2019
5. Fair Committee Roles and Responsibilities
 - a. Review Draft Extension and Fair Roles document – Discussion/Action
 - b. Review and Accept Fair Committee Roles and Responsibilities – Discussion/Action
6. Review Draft Eau Claire County Roles and Responsibilities document - Discussion
7. Fairbook Changes - Discussion / Action
8. Superintendent appointment/choosing process - Discussion/ Action
9. 2020 Fair - Discussion/Action
10. Future Meetings - Discussion/Action
11. Adjourn

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ADDENDUM

5. Fair Committee Roles and Responsibilities

- a. Review Draft Extension and Fair Roles document – Discussion/Action
- b. Review and Accept Fair Committee Roles and Responsibilities – Discussion/Action
 - Livestock Project adult leader, Jill Welke will participate in discussion

Eau Claire County Fair Committee

October 9, 2019 7:00 p.m.

Eau Claire County Extension Office

Fair Board Members present: Debbie Kitchen, Scot Zimmerman, Letecia Papke, Darren Schlewitz, Tammy Schlewitz, Teresa Miller-Wathke, Josie Syverson, Leslie Strey, Tami Schraufnagel, Rachel Hart-Brinson

Absent: Jennifer Hahn, Tyson Flattmeier

Meeting was called to order at 7:00 p.m. by Debbie Kitchen

Public Comment: None

Motion to approve last month's minutes by Scot Zimmerman, second by Tammy Schlewitz. Motion carries.

It was reported that we may not be getting the \$2,500 levy from the county anymore. We hopefully could get sponsorships to make up for it.

Election of Officers; Debbie Kitchen has accepted the position of the Eau Claire County Fair Coordinator. Motion by Letecia Papke to have the board stay as it is until the next meeting, second by Scot Zimmerman. Motion carries.

2020 Fair Discussion:

4-H Education

Create a subcommittee for livestock (auction committee)

Submit comments on committee responsibilities by November 15th.

Discussed a long term contract for the Expo Grounds. Possibly 10-12 years to help keep the price down.

Discussed a new Fair Entry System. System could be ordered at any time. Approximate cost \$1,250

Fair book Changes

The following categories will have changes submitted.

Home & Family, Simple Garment 1-2 years in project

Photography, update the conference judging lots

Communications & Demonstrations, update working to current technology, and update correct lot numbers.

Discussion on May 1st possession dates of animal projects.

Live animal exhibits entry information note #7, warning time will be decreased from 12 hours to 4 hours.

Family=Immediate Family

An Exhibitor needs to show the species in showmanship that they plan to sell at the auction.

Remove \$10 Grievance fee

Make all livestock market species wording the same.

Next meeting date: November 13th, 2019

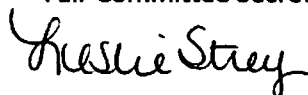
Next agenda: Re-organize for 2020

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Leslie Strey

Fair Committee Secretary



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

The purpose of this discussion and this document is several-fold. One, it is to align 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. Two, Eau Claire County is looking at opportunities to increase efficiencies in all departments and to provide only mandated services. We understand that this means we are shifting work, but we are doing so toward the logical and more appropriate actors. Three, looking at the amount of work required to undertake the fair and the increasing difficulty in finding volunteers with sufficient time in all aspects of society, we want to clarify roles and look toward the future for healthy succession planning. A paid fair coordinator would significantly reduce the potential for volunteer burnout, facilitate committee transitions, and reduce Extension office staff-time commitment.

Transitions ideally happen on the 1st of the New Year. We aim for this transition to take place by January 1, 2020.

The Fair Coordinator could work from home or possibly have an office provided by the county if space were available.

The position of a Fair Coordinator would most likely be paid by Friends of the Fair and would report to Friends of the Fair and Fair Committee. The financials of the Fair would need to be reviewed/audited by someone outside of the Friends of the Fair or the Fair Committee. It is possible that the Extension Office Coordinator might perform this duty assuming guidance is provided on what to look for and who to alert if discrepancies are found.

Date	Fair Coordinator	EC County Fair Committee	Friends of the Fair	Extension Eau Claire County
	Role: Coordinates, sets up, and runs the operations of the fair. Reports to FOF and provides updates to Fair Committee. Processes payments in coordination with FOF treasurer. Not a voting member of Friends of Fair or Fair Committee. Prepares financial reports for the state and the county Extension committee.	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.	Role: Promotes the Eau Claire County Fair, handles all finances, and pursues sponsorships for the Eau Claire County Fair. Coordinates activities and events not covered by the Fair Book.	Role: Leads and supports the 4-H Youth Development program, promotes the 4-H program, supports the Fair. Provides education to superintendents and other audiences.

September	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Update committee contact list after county announces new members • Meet with Livestock and go over fair comments • Ensure Livestock has things finalized for the year (?) 	<ul style="list-style-type: none"> • Update committee contact list 	<ul style="list-style-type: none"> • Update committee contact list • Publish Fair Committee meeting notice • Ensure Livestock has things finalized for the year (?)
October	<ul style="list-style-type: none"> • Provide Extension Committee with financial reports • Arrange for audit of finances (possibly by Extension office coordinator) 	<ul style="list-style-type: none"> • Review Fair Book • Determine areas we want more face-to-face judging 	<ul style="list-style-type: none"> • FOF fiscal year end 	<ul style="list-style-type: none"> • Provide input on Fair Book changes • Publish Fair Committee meeting notice
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 • Consult with meal ticket budget 	<ul style="list-style-type: none"> • Update Open and Jr. Class Fair book • Review stalling and entry fees 	<ul style="list-style-type: none"> • FOF annual meeting • Look into new Friends of the Fair activities • Secure raffle items for raffle • Approve updated sponsorship letter/ mailing labels from FOF • Update sponsorship letter • Update mailing labels • Reorganize sponsorship levels and levels of recognition • Discuss meal ticket budget 	<ul style="list-style-type: none"> • Provide input on Fair Book changes • Start brainstorming educational projects/roles for fair in conjunction with Fair Committee • Attend/Support County Livestock Meeting
December	<ul style="list-style-type: none"> • Talk to port-a-potty provider for next year contract • Contact Inflatables or other entertainment to get contract for next year 	<ul style="list-style-type: none"> • Collect info from DATCP regarding any animal health changes • Approve Fair Book 	<ul style="list-style-type: none"> • Send raffle information to printers for raffle tickets • Secure tent prices and pre-pay before new year • Advertising meet to figure out budget • Research new donors • Print letters and labels for sponsorship 	

January	<ul style="list-style-type: none"> • Work with FOF to send updated sponsorship letters • Recruit judges for fair • Secure manure hauling for livestock • Secure hotel for the swine and beef judge • Contact Truax Eagles for Public Safety day • Contact Master Gardeners • Contact Dog Superintendent for their schedule • Contact Maple Drive Boosters about ice cream eating contest • Secure superintendents for all areas 	<ul style="list-style-type: none"> • Recruit Superintendents for unfilled positions • Research new donors • 	<ul style="list-style-type: none"> • Stuff and mail the sponsorship letters after January 10 • Contact Kindschi Pedal Pulls for contract • Secure Mounted Shooting Sports • Confirm Beer and Wine Open Class Judging Event 	<ul style="list-style-type: none"> • Recruit superintendents for unfilled positions • Publish Fair committee meeting notice • Work with Petting Zoo exhibitors/volunteers on educational aspect • Support educational plan for county Livestock meeting
February	<ul style="list-style-type: none"> • Recruit judges for fair • Order ribbons through Blue Ribbon by 2/15 to get discount pricing (ribbons go up in 2020) • Secure spots on WEAU and WQOW for free advertising spots • Contact each event to make sure they will sponsor their event for next year (?) • Secure non-4-H food vendors • Get DATCP regulations for Fairbook from the state to be printed • Send out sponsorship Thank you letters for those received • 	<ul style="list-style-type: none"> • Update fair schedule • Attend Leader’s Association meeting? • Contact Petting Zoo volunteer Exhibitors 	<ul style="list-style-type: none"> • Distribute Raffle tickets at Leader’s Association meeting • Attend Leader’s Association meeting? • Contact each event to make sure they will sponsor their event for next year (?) • Contact Johnson’s for Horse Drawn Wagon Rides • Order Sweet Corn/butter for fair (FFA???)—contact FFA to make sure they will do FFA stand • 	<ul style="list-style-type: none"> • Publish Fair Committee meeting notification • Attend Leader’s Association meeting
March	<ul style="list-style-type: none"> • Recruit judges for fair 	<ul style="list-style-type: none"> • Fair schedule finalized by April 1 • 	<ul style="list-style-type: none"> • Work on TV commercial 	<ul style="list-style-type: none"> • Publish Fair committee Meeting notice

	<ul style="list-style-type: none"> • Confirm there are enough Thank you notes and envelopes for the fair • Talk to Home Committee for cookie recipe for the cookie baking contest. (Does this stay here or is it FOF?) • Send out sponsorship thank you notes • 		<ul style="list-style-type: none"> • Send new pictures over to the TV stations • Contact Green Bay Packers and Brewers for Silent Auction items • Send out letters for items for Silent Auction and for drawings for the big raffle. • Print off sheets for silent Auction • Cookie Baking contest • Find someone to run the pie baking contest at the fair (judges/certificates) • 	<ul style="list-style-type: none"> • County Livestock meeting
<p>April</p>	<ul style="list-style-type: none"> • Work with FOF to secure advertising • Recruit judges for fair • Book Expo for After-the-Fair meeting in August • Secure night watchman, garbage people, and security • Send out reminder e-mail for Managerial Papers (?) • Contact WI Fair Association Website to request Fairest of the Fair appearance • Send thank you notes for sponsorships received • Send dairy project sponsorship \$ to them for what FOF has received for them • 	<ul style="list-style-type: none"> • Contact County to post open committee positions • Decide the Distinguished service and Partner in Fair Award Recipients: order plates and plaques • Design t-shirt for sponsorships and start working on the sponsorship design for the back of the t-shirts • Establish a business to purchase clothing from • Find someone to design and organize the sign up genius for the fair (Kid's day, petting zoo, leader's Food stand, Malt stand, and Livestock Clean up. OYC and Livestock did own this year) • 	<ul style="list-style-type: none"> • Secure all advertising. Update all ads, and start sending out to publications • Finalize TV commercial • Work on design of brochure. Get sponsorship lists, obtain new pictures for the brochure • Update all event flyers for print & website (car show, FFA Day and Corn Feed, Cowboy Mounted Shooting Sports, Kid's Day, Kid's Pedal Pull, Fairly Fun Run, Small animal Fun Day, Beer & Wine Open Class Judging) • Find someone to run FFA day 	<ul style="list-style-type: none"> • Publish Fair-related items on Extension- EC County website • Publish Fair Committee meeting notice • Attend/Support County Livestock meeting

May	<ul style="list-style-type: none"> • Recruit judges for fair • Collect Fair entry fees • Collect Fair entry forms (FairEntry?) • Answer FairEntry questions • Post Fair related items on website on Fair Website • Post Open Class Fair book and entry forms on Fair Website • Order Trophies/awards • Organize judge's paperwork 	<ul style="list-style-type: none"> • Secure another skid steer for set up • Meet with Tim Skutley on set up (Fair Committee or Fair Coordinator?) • 	<ul style="list-style-type: none"> • Post Fair related items on Fair website • Create Fair Brochure 	<ul style="list-style-type: none"> • Publish Fair-related items on Extension EC County and 4-H website • Publish Fair-related items on EC County 4-H Facebook
June	<ul style="list-style-type: none"> • Recruit/arrange Fair office staffing • Send Food stand Expense/Income statements to OYC and Leaders Food Stand so they have them to fill out. • Set up and take down planning meeting • Clarify which departments can send to state fair and what projects are accepted • Work with FOF to determine method of meal tickets, etc. • Collect insurance certificates from all vendors (people, clubs, firms being paid for their services) 		<ul style="list-style-type: none"> • Secure water donation for judges and safety day • Discuss providing snacks • Secure paper product donations • Collect Raffle tickets • Raffle permit? 	<ul style="list-style-type: none"> • Older Youth Council start planning Fairly Good Games and Fair Olympics • Set up and take down planning meeting • Work with Fair Coordinator to determine state fair eligibility and education of superintendents/judges
July	<ul style="list-style-type: none"> • Re-do state fair exhibit invitation cards (include description, change age/grade order) • Communicate to 4-H program Coordinator above (if Ext. is training superintendents) 	<ul style="list-style-type: none"> • Communicate After the Fair meeting date to Extension (to put in Cloverleaves) • Make sure FFA/4-H Flags are displayed at the Fair Entrance 	<ul style="list-style-type: none"> • Work with Fair committee to finalize map • Distribute flyers to public and sponsors 	<ul style="list-style-type: none"> • Publish Fair committee Agenda • Prepare promotional materials & booth • Coordinate with Fair Coordinator to make state 4-H

	<ul style="list-style-type: none"> • Arrange for printer/copier/computer for fair office • Set up Expo walk thru with designated people for Tuesday of the Fair at 9:00am • Call Digger's Hotline 1.5 weeks before Fair starts • Apply for tent permit • Reserve Fire Extinguishers for tents for the fair • Get everyone who might use a Golf Cart/Vehicle to sign County "Waiver" • 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 • Collect Stalling information from Extension Office • Coordinate with Extension staff on planning Fair Superintendent training 	<ul style="list-style-type: none"> • Distribute flyers to public and sponsors • Send out invitations to the county board members • Send out Livestock sign up genius for clean up on Sunday night and Monday (Livestock) 		<ul style="list-style-type: none"> photo exhibit "you've been chosen" cards • Collect Stalling information (and then pass to Fair Coordinator) • Conduct Fair Superintendent training • Arrange for transportation of chosen projects of 4-H Members to State Fair • Put "After the Fair meeting" in Cloverleaves • Check in with style revue participants and plan Fair style revue
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<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) • Create check-in/check out system for judges and superintendents (2-9 form filled out, mileage and hours worked at check out, superintendent duties checklist, judging schedule, meal tickets) • Print nametags for superintendents (and helpers (daughter of cultural arts superintendent)) and judges • Create set up and take down checklists (sign inventory?) • cleanup checklists for Expo, grounds, and barns • Obtain cleaning supplies (mop, rags, icecream buckets, Lysol, dish soap, etc.) • Make “must be 21 years old to drive” for golf cart signs • Double check with night watchman/security/garbage 			<ul style="list-style-type: none"> • Design/Plan awards program for Sunday of the Fair
<p>Monday Fair week</p>	<ul style="list-style-type: none"> • Organize “fair office” supplies (suggest bins for each supply— staplers, tape, pens/pencils, 	<ul style="list-style-type: none"> • Hang no smoking signs in the tent • exit signs 	<ul style="list-style-type: none"> • Fair Set up 	<ul style="list-style-type: none"> • Attend walk through

	<p>markers (dry erase and sharpie), paper, scissors, paperclips, T pins, hammer, batteries, envelopes)</p> <ul style="list-style-type: none"> • Bring in shelves (more) for storage • Put up golf cart signs 	<ul style="list-style-type: none"> • Fire Extinguishers • Bring bleachers to EXPO (stored at Scott Zimmerman's) • Fair Set up 		
Tuesday Fair week				<ul style="list-style-type: none"> • OYC Fair Olympics • Attend/Support Fair
Wednesday Fair week				<ul style="list-style-type: none"> • Attend/Support Fair
Thursday Fair week				<ul style="list-style-type: none"> • Attend/Support Fair
Friday Fair week				<ul style="list-style-type: none"> • Style Revue • Lip Sync Battle • Ice Cream Eating contest? • Attend/Support Fair
Saturday Fair week				<ul style="list-style-type: none"> • Announce Auction? • Attend/Support Fair
Sunday Fair week	<ul style="list-style-type: none"> • 			<ul style="list-style-type: none"> • OYC Fairly Good Games • Attend/Support Fair
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 • Make sure all bunkers are raked up before the final walk-thru on Tuesday morning 			<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • Make sure EXPO kitchen is cleaned up • 			
August	<ul style="list-style-type: none"> • Pay judges • Make sure all paperwork is cleared with the state • File all Animal Health paperwork in the vault at the fairgrounds • Get drink/paper products for the After the Fair potluck • Sign/notarize affidavit paperwork for the fair to send into the state (?) • Fair Checks sent to clubs (?) • Figure premium totals 	<ul style="list-style-type: none"> • Evaluate Fair • Brainstorm changes for next year • Announce next year's Fair Dates • Meet with Livestock and go over Fair comments • Contact bank to make sure Livestock checks have been paid and all cleared (Livestock?) • 	<ul style="list-style-type: none"> • Have Thank You For the Fair Ad run in the Leader Telegram and Ad-Delite • Disburse fair premium checks to clubs and FFA members • 	<ul style="list-style-type: none"> • Send e-mail reminder for the After the Fair meeting



Extension

UNIVERSITY OF WISCONSIN-MADISON

Guidelines on the Educational Roles of County Extension Educators at County Fairs

Approved May 16th, 2019 by the Division of Extension Leadership Team

*This document has been reviewed and endorsed by the
Wisconsin Association of Fairs*

Introduction

The University of Wisconsin System has a three-fold mission in resident instruction, research and extension. In 1973, and again in 1982, the UW Board of Regents affirmed the historic commitment of all its institutions to public service and the public good. Concurrent with this reaffirmation was the assignment of the University of Wisconsin-Madison Division of Extension to lead, coordinate, plan and administer the extension function of the UW System.

Over the years Extension has demonstrated its strong support for county fairs. This is appropriate because county fairs can offer numerous educational opportunities for participants and the general public. Participating in educational initiatives at the fair also provides extension educators and program coordinators an opportunity for relationship building and interaction with the public. Fairs have also added a special dimension and focus to a variety of educational programs involving individuals of all ages as well as local organizations.

The Role of Extension Educators and Program Coordinators in County Fairs

The role of all extension educators and program coordinators working in county and regional settings is **education**. Extension educators and program coordinators are often the first point of contact with the University of Wisconsin System for people throughout the state. Extension educators and program coordinators teach, learn, lead and serve connecting people with the University of Wisconsin, and engaging with them in transforming lives and communities.

The educational purpose is accomplished in many ways – through seminars, workshops, information meetings, tours, demonstrations, exhibits, field studies, teleconferencing, Facebook, twitter, web sites, publications, and the mass media, both public and commercial. Extension educators and program coordinators work with personnel from other agencies, organizations, institutions and elected bodies to develop educational programs and provide professional expertise based on the research

and knowledge foundation base of the University. Extension educators and program coordinators are also charged with upholding the integrity, policies and guidelines of Extension and the Wisconsin 4-H Program.

Area Extension Directors, in cooperation with County oversight Committees, will review the roles and responsibilities of educators and program coordinators. Increasing and strengthening the involvement of local residents in planning and conducting county fairs will help the fairs achieve their goals as major educational, cultural, economic and social events in the lives of people.

There is a need for extension educators and program coordinators across institutes to work closely with county fairs, whether the county fair is an official county event, or sponsored by a private organization. However, it is the responsibility of Extension administration and individual educators and program coordinators to monitor the job descriptions and day-to-day responsibilities to ensure that services provided to county fairs are directly related to specific educational goals.

Adequate clerical staff ought to be employed by county fair organizations specifically to assist with fair responsibilities, so that support for ongoing extension programs can be maintained without disruption. We expect county extension educators and program coordinators to focus on educational roles at county fairs. Examples of these educational roles may include:

1. Direct education with youth and volunteers related to 4-H Projects
2. Coordinating trainings for fair boards and superintendents; particularly in the areas of decision-making, leadership and organizational stewardship.
3. Instructing volunteer leaders in how to conduct a demonstration, prepare an exhibit, improve displays or supervise others.
4. Teaching at workshops, demonstrations or exhibits at the county fair (which may include pre-fair events).

5. Providing advice and counsel to fair boards, managers and various other fair committees to ensure that the educational dimensions of the fair are strengthened. Members of the county extension staff may serve as a non-voting liaison to the fair governing board. Examples of advisory roles:
 - a. Advisement on the development of job descriptions for paid and volunteer leaders working directly with the fair board;
 - b. Advising fair boards and various fair committees on state premium list recommendations;
 - c. Advising on publicity, promotion and display arrangements;
 - d. Advising on selection and scheduling of judges and training and evaluation of judges.

Administration or organizational roles in connection with county fairs are **not appropriate** for county extension educators or program coordinators. Examples of such inappropriate roles include:

1. Serving as fair secretary or manager or superintendent
2. Serving as a voting member of the fair board
3. Booking, contracting, and/or setting up for carnivals or other non-educational entertainment
4. Scheduling or supervising the maintenance and upkeep of the fairgrounds or its buildings
5. Handling fair receipts and/or disbursements, or selling tickets at the fair
6. Employing and/or supervising paid personnel for the fair, including judges and departmental superintendents.

Specific questions regarding roles or responsibilities (and what may or may not be appropriate at each given fair) should be discussed between the Extension Educator(s), Program Coordinator(s), the Area Extension Director and the Fair Board.

Fair Committee Assignments:

11.6.19

Fair Committee Chairman:

- Run monthly meetings.
- Monthly agendas and meetings posted with the Secretary, Extension Coordinator, and County Office Coordinator.
- Coordinate with Fair coordinator signing of the Expo contract.
- Give County Office Coordinator scheduled dates to post on County website.
- Sign/notarize affidavit for the state paperwork after the fair. Make sure postings are made public with the county.
- Secure we have enough members on the committee.
- Contact county office coordinator in April to post fair committee openings for May 1st.
- Set following year's fair dates with fair committee.
- Organize check in/out process for the microphones during the fair.
- Organize when microphones will be needed, and what is available, with fair coordinator.
 - * FOF has one portable system.
 - * Purchase of another unit?
- Schedule the after the fair meeting. Coordinate with Extension/ Fair Coordinator and Parks staff.
- Update Open Class Book/ Super Seniors and advertise.
- Secure fair superintendents in each department for the fair, set up a format of securing volunteers. Clarify Superintendents jobs with Extension/Fair Coordinator.
- Work with fair committee to look into more Face to Face Judging?

Grounds:

- Make sure FFA and 4-H flags are hung on flag poles, coming into the fairgrounds.
- Help organize set up for the Monday of the fair with Tim Skutley.
- Secure that we have water/ food for workers for Monday set up.
- Order Hand sanitizer for grounds, see what are left in the shed.
- Garbage cans/ bags for handwashing stations put out on Tuesday by each hand washing station. (4)
- Secure (8) Fire Extinguishers (make sure fire ext. are up to date at expo)
- Double check that the kitchen is clean before walk thru.
- Secure a tractor for horse show and water wagon.
- Step Stools are put in the bathrooms for young children. (Debbie has them)
- Benches close to the sandbox area.
- Secure a second skid steer for set up of the expo for Monday, and take down on Sunday.

- Contact Premium Lawn if fair committee feels the facility needs to be sprayed for bugs, before the fair.

Livestock/Dairy:

- Work closely with livestock committee.
- Attend fair walk thru Monday morning.
- Secure manure handling during and after the fair.
- Organize transportation for the bleachers to the fairgrounds.
- Make sure all barns and outside areas are cleaned up, ready for walk thru Tuesday morning.
- Make sure all bunkers are raked up on Monday after the fair.
- Organize cleaning of the Milk House – Miranda Nelson?
- Milk will be hauled to: _____?
- Set up an educational program to teach exhibitors the responsibility to keep barns swept and cleaned up during the fair for Biosecurity measures.
- Help set up a Herdsmanship awards program.
- Show in Progress signs for: Beef, Dairy, Goat, Sheep & Swine Shows.
- Go thru exhibitors with Adult Livestock Leader and Secretary with Extension/ Fair Coordinator for YQCA and managerial papers.

Sign up genius/food:

- Sign up for set up and take down: each club must have (2) signed up for set up and clean up. (try to get the FFA Chapters to send volunteers also)
- Malt Stand sign up: Jane Mueller.
- Leader's food stand sign up.
- Kid's Day Tent sign up.
- Inflatables ticket takers sign up.
- Petting Zoo for exhibitors sign up.
- Check over office supplies ahead of time.
- Add Cultural Arts comment writers to sign up genius.
- Add volunteers to sign up genius: to take water around during main expo judging to workers, and add volunteers to help with writing comments for judges in the expo area.

Petting Zoo: Thursday – Sunday

- Set up petting zoo area at the fair. (Contact: Meg Mueller)
- Organize educational area by petting zoo. Obtain donations for giveaway items. (Contact: Jodi Thesing-Ritter)
- Contact Lisa and John Rau / Rau-D Acres if they would like to bring animals for petting zoo again this year to the fair.
- Assign times for exhibitors thru sign up genius, or posters to sign up for having their animals in the petting zoo.
- Green tote in FOF shed with yellow fence.
- Assign youth to keep the area clean during the fair.
- Straw bales for petting zoo set up.

Advertising/ Banners:

- Update Daycare flyers & letters printed and mail in March.
*Double check with Leader's on food prices for Day cares.
- Help organize the sponsorships and schedule for the printing of the brochure.
*(Contact Lisa Vetsch @ Johnson Litho-graphics.)
- Organize signage ahead of fair. Create an inventory, putting the in order of the schedule.
- Coordinate signage to be placed at set up on Monday for signs that will be up for the fair.
- The rest of the signage will be placed by the night watchman at the allotted areas.
- Display Brochures for Breakfast in the Valley.
- Organize the distribution of brochures and posters around the county.
- Update all event flyers for print & website (Car Show, FFA Day Corn Feed, Cowboy Mounted Shooting Sports, Kid's Day, Kids Pedal Pull, Fairly Fun Run, Small Animal Fun Day, Beer & Wine Open Class Judging).
*(Lisa Vetsch has these posters and Kathy Gehrke posts on website)
- Maps put around the fair, so people know where to go.
- Display banners sponsors from Fair Coordinator at the fair.
- No manure signs on back fence.
- No smoking/vaping signs on grounds and in barn. (Lisa is working on these)

- Signage on each building and tents. Come up with a plan and discuss with fair committee. (suggestion from DACAT in 2019)

Activities/Schedule:

- Produce daily schedules that can be displayed on Tri-fold Black boards.
- These are stored in FOF shed.
(Place one by dairy shack, by dairy barn, and between Barn A & D)
- Work with County board representative to invite county board to the fair.
- Place sandwich boards around Eau Claire. (Kathy Gehrke contact on placement)
- Collect sandwich boards after the fair, store back in FOF storage shed.
- Display daily schedules on wipe board in Barns A, C, D, so people know what is going on in each barn each day. (Have superintendents have extra markers, if changes are made during the day.)
- First aid designated area. Organize and supply an area for first aid at the fair. (Reach out for sponsorships)

Awards/ Awards Program:

- Decide with fair committee what type of awards – (trophies/ plaques, picture frames)
- Place thank you's on all awards prior to the fair, with sponsor addresses on the envelopes.
- Awards will be given out during judging at the fair?
- Organize awards in judging order ahead of the fair.
- Work together with Extension & Fair Coordinator to plan Sunday's Awards Program at the fair.
- Make sure the fair backdrop is at the program for Sunday.
- Help design program for Awards program for Sunday.

Fair Coordinator:

- Keep an updated fair committee contact list
- Clarify all judging times in the front of fairbook.
- Expo Contract with the fair committee chairman.
- Make sure all health papers for animals are accounted for and in a safe at the extension office after the fair with Extension Coordinator.
- Place ribbon order by – March 1 (Blue Ribbon)
- Contact Diggers Hotline to mark the fairgrounds: must be done by the Monday of the fair before tents can go up. Call must be made 1 week in advance.
- Schedule Fair walk thru with expo, and designated volunteers.
- Set up walk thru prior to the fair with Expo staff, and walk thru on Tuesday morning after the fair.
- Judge's Contracts.
- Copier in office for the week of the fair.
- Send contract to food stands for 10% before the fair. Set up a meeting 2-3 weeks after the fair for all groups to attend. (Maybe change)
- Reserve tents (3).
- Reserve Port a Potties and hand washing stations.
- Golf Carts secured/ signs on gold carts must be 21 to use.
- Send in Tent permit ahead of the fair, and set up appointment for them to come out after tent is put up. (Contact: Gary Puljas)
- Contact each scheduled event on the schedule to make sure they will do for 2020.
No changes to the schedule after March 1st
- Night Watchman set up: Wednesday – Sunday
- Night watchman duties each night.
- Security person 4 – 9 /Thursday – Saturday
- Cash Boxes money for the fair.
 - \$200 quarters
 - \$1000.00 ones

- \$750.00 5's
- \$750.00 10's

- Book expo for after the fair meeting/ post, date, and times.
- Order Distinguished Service and Partner in Fair Award.
- Finalize grounds map ahead of time – contact Kathy Gehrke
- Send out reminder for managerial papers May 1st. 4-H online and FFA Advisors. Facebook page.
- Organize stalling forms for superintendents meeting first week of July.
- Publish when barns are available for decorating, and when exhibitors are allowed onto the grounds.
- Go thru Fair comments with each committee after the fair, and a reminder a couple month before the fair.
- New hoses/nozzles
- Secure Wayne Cook for food vendor/ other vendors.
- Thank you ad for Ad-Delite the week after the fair. Organize after the fair comments, and type them out.
- Give Livestock superintendents the judges names, so they can contact judges ahead of the fair.
- Contact expo if pens in Barn D should stay up after the fair for sanitization.
- Secure 2 dumpsters for garbage
- Bathroom cleaning person Thursday – Sunday during the fair. (Have supply tote ready).
- Secure office workers Wednesday – Sunday
- Organize check out process for clean up on Sunday - Monday in the Barns A & D with the project members.

Internal fair duties:

- Double check changes in the fair book.
- Re-organize listing of judging order for fair office to have a copy of.
- Make sure all forms are updated on county fair website. Work with Andy.
- Secure fair superintendents in each department for the fair.
- Get DACP regulation for Fair book from the state to be put in fair book.
- Contact foods and nutrition committee for cookie baking contest recipe – Wendy Durklop.
- Contact WI Fair Association Website to request Fairest of the Fair appearance.
- Have Andy send out reminders for Fair entries due_____.
- Volunteer class for fair volunteers work with Extension Coordinator.

- YQCA is due July 1st.
- Go thru and make sure each exhibitor has YQCA completed.
- Add more Face to Face Judging?
- Clarify Superintendents jobs
- Talk with rocket launch superintendent about securing off an area for launch on Sunday at the fair. Clean up after the shows.
- Go thru managerial papers by June 15th.
- Fairbook Education
- Confirm there are enough Thank You' s with Envelopes to attach to each award.
- Order awards
- Send Master Award listing to Livestock, Rachel and Andy.
- Send Expo awards list to Andy to be printed for the fair office
- Fair checks for exhibitors, and judges.
- Organize Garbage person for the grounds: Wednesday– Sunday.

Insurance/permits:

- Get all insurance certificates for all items that are brought onto the fair grounds.
- Have any person driving a golf cart/skid steer sign waver?
- Turn in all insurance certificates to Expo worked on Tuesday morning at walk thru.

Sponsorships:

- Re-organization sponsorship levels, and levels of recognition.
- Update Sponsorship letter, update mailing labels.
- Research new donors.
- Print out letters, purchase address & return address labels, and envelopes.
- Send out letters 1.10.20.
- Update mailing lists for returned or incorrect address/ add possible new donors.
- Check in as we receive sponsorships.
- Order new larger sponsorship banners.
- Document in specific area the award has been given.
- Order/double check banners in level we need them for.
- Order large sponsorship banners to be displayed at the fair.
- Make up banners for Livestock, Dairy, and Building sponsorships.
- Sponsorship t-shirts.
- Send out thank you' s after the fair.

- Designate building sponsorships.
- Contact dairy project with their amounts of sponsorships.
- Ask if they can put donator address on the bottom of the awards.
- Send out thank you's to sponsorships as needed.
- Garbage bags for kids to walk the grounds on Sunday and Monday.
- Bleacher Insurance.