

JUNIOR FAIR BOARD RESPONSIBILITIES

Building 10 & Dog Committee

(Home Economics, Still Projects, Small Animals, & Gardening)

Duties Prior to Judging:

- Help set-up buildings for still project, small animal, and flower/vegetable judging.
- Check and sort ribbons/trophies for small animal show
- Make sure PA is working for dog show on Thursday. Make sure you have an announcer, as needed.
- Assist with registration.
- Make sure project book(s) are at each judging station for the judges use.
- Post signs showing what projects are judged in which buildings.
- Wash bottles and make sure paper plates are available in Jr. Fair Building for September judging to exhibit projects.

Duties During Judging:

- Assist with distribution of ribbons for all judging events. Help to collect project exhibits from July and August judging events-staple ribbons and project cards to exhibits.
- Make sure judges have items they need; offer water or drinks as needed.

Duties Prior to Fair-after project judging in August:

- Help secure pre-mounted booth dividers in Jr. Fair Building
- Help Still Project Committee set up displays and exhibits.
- Wash flower risers and place in center aisle of Jr. Fair Building.
- Check light bulbs to make sure they are working.
- Make and post signs indicating when exhibits may leave the building.
- Help put gates across the booths (Friday before the fair after 3:00 p.m.)
- Display small animal project exhibit pictures in Jr. Fair Building.

Items to be placed on Bulletin Board:

- Listing of Junior Fair Board members for your department
- Listing of current adult action committee members and how and where to nominate individuals for the adult committees
- Schedule of fair release times
- Thank you's to vendors for items such as show numbers, ear tags, special supplies, etc.
- Pen and/or aisle clean-up policy and schedule
- Any other items of interest to individuals in that barn such as a show book, sale order, etc.
- NOTE: If your bulletin board needs to be removed from your barn (check with Adult Committee), remove and store in Junior Fair Pavilion. Make sure everything is removed from the board before storing.

Duties During the Fair:

- Superintendent to prepare opening/closing schedule for the building. It is to open at 10:00 a.m. each day, and close at 10:00 p.m. each night (except for Thursday night committee tear-down)
- One person is responsible each morning and evening to open building, sweep, and do a general check. A sign-up sheet will be posted prior to fair.
- Daily walk through - fastening any posters and/or ribbons that may have become loose.
- After 9:30 p.m. on Thursday, remove gates for tear down on Friday.

Dog Committee:

- Assist with pre-fair dog clinics and fun show as needed
- Assist with dog obedience judging, grooming and handling show on Thursday. Make sure arena is ready, PA ready, etc. Set-up Wednesday evening.

Duties After the Fair:

- Help Friday from 9-Noon (if possible) with removal/ monitoring of projects.
- Assist with any tear down, cleaning and storage of items from Jr. Fair Building.

JUNIOR FAIR BOARD RESPONSIBILITIES

Beef Committee

Duties Prior to Fair:

- Paperwork-official book (steer, feeder and breeding shows) etc.
- Ribbons, banners, and trophies
- Work with adult committee on stalls, stall assignments and cards
- Sweep barn
- Set up gates at end of aisles and doors throughout the barn
- Check light bulbs
- Check water hydrants to make sure they are usable
- Make sure electric works
- Set up Champion Pen. This is to be done only after all other barn work and stalls are set up for incoming animals!
- Check with Senior Committee to help with getting mulch spread in barn
- Responsible for announcing and finding ring-men for shows
- Help set up inside of barn for beef breeding
- Set up for weigh-in on Friday afternoon. Put gates up from barn to Coliseum and in front of doors throughout the Coliseum. Have tables and chairs set up for committee members. Have weight cards and rate of gain slips on hand and in alphabetical order of members and clubs.
- Help check in cattle Thursday night and Friday morning
- Make chart for aisle cleaning duty.

Items to be placed on Bulletin Board:

- Listing of Junior Fair Board members for your department
- Listing of current adult action committee members and how & where to nominate individuals for the adult committee
- Schedule of fair release times
- Thank you's to Vendors for items such as show numbers, ear tags, special supplies, etc.
- Pen and/or Aisle Clean up Policy and schedule
- Any other items of interest to individuals in that barn such as a show book, sale order, etc.
- NOTE: If your bulletin board needs to be removed from your barn (check with Adult Committee), remove and store in Junior Fair Pavilion. Make sure everything is removed from the board before storing.

Duties During the Fair:

Shows- (Steer, Feeder and Breeding)

- Set up gates from barn to Coliseum and in front of doors throughout the Coliseum (Steers ONLY)
- Wet down arena
- Have ribbons, banners and trophies in order and take to show
- Get needed tables, set up microphone, etc.
- Have a person to check off participants as they line up for their classes

- Help Sr. Committee with organization and distribution of show books. Post one outside of beef barn
- Distribute meal tickets for helpers
- Help clean up afterwards. Take down gates
- Get official book back to Jr. Fair office ASAP after the show

Sale-

- Have buyer banners and ribbons in order
- Help Sr. committee with organization and distribution of sale books. Post one outside of beef barn
- Help hand out halters
- Help check off participants as they are ready to enter the sale arena
- Help clean up afterwards. Take down gates, tables, chairs, etc.

Other-

- Make sure pens are clean and taken care of throughout the fair - refer to pen cleaning policy
- Make sure wash area is clean and drains are free of dirt, etc.

Duties After the Fair:

- Evaluations and suggestions
- Make sure barn is cleaned out and all animals are removed

JUNIOR FAIR BOARD RESPONSIBILITIES

Dairy Committee

Duties Prior to Fair:

- Organize ribbons, banners and trophies and keep in Jr. Fair Office
- Work with adult committee on stalls, stall assignments and cards
- Sweep barns
- Check light bulbs
- Check water hydrants to make sure they are usable
- Put straw in stalls
- Wash off seats in Coliseum prior to fair
- Put up Dairy Youth Bulletin Board, hang Bulletin Boards and signs in Barns.
- Sign up for announcing of shows and other duties
- Help check in cattle Friday night and Saturday morning in Coliseum

Items to be placed in Bulletin Board:

- Listing of Junior Fair Board Members for your department
- Listing of current Adult Action Committee Members and how & where to nominate individuals for the Adult Committee
- Schedule of Fair Release Times
- Thank you's to vendors for items such as show numbers, show hats, ear tags, special supplies, etc.
- Pen and/or Aisle Clean up Policy and schedule
- Any other items of interest to individuals in that barn such as a show book, sale order, etc.
- NOTE: If your bulletin board needs to be removed from your barn (check with Adult Committee), remove and store in Junior Fair Pavilion. Make sure everything is removed from the board before storing.
- Show Times / Show books

Duties During the Fair:

Dairy Judging Contest- Assist Senior Dairy Committee with judging contest (leading from barns and in ring)

Show-

- Announce before, during and after shows
- Pass out exhibitor numbers
- Wet down arena - be sure Sr. Fair Board member has arranged for this
- Have ribbons, banners and trophies in order and take to show
- Get needed tables, chairs, etc.
- Organize, distribute and post show books
- Keep official book and return to Jr. Fair Office as soon as show is completed
- Distribute meal tickets for helpers
- Help clean up afterwards

Other- Make sure wash area is clean and drains are free of dirt, etc. Make sure Jr. Fair barns are kept clean.

Duties After the Fair:

- Evaluations and suggestions
- Make sure barns are cleaned out and all animals are removed

JUNIOR FAIR BOARD RESPONSIBILITIES

Goat Committee

Duties Prior to the Fair:

- Help with June Market Goat Tag-in
- Paperwork- official book, etc.
- Ribbons, banners and trophies
- Work with adult committee on pens, pen assignments and cards
- Sweep barns
- Check light bulbs
- Check water hydrants to make sure they are usable
- Make sure electric works
- Put straw in stalls/set straw bales in front of pens
- Announcing of shows
- Help check in / weigh goats on Friday

Items to be place in Bulletin Board:

- Listing of Junior Fair Board Members for your department
- Listing of current Adult Action Committee Members and how & where to nominate individuals for the Adult Committee
- Schedule of Fair Release Times
- Thank you's to Vendors for items such as show numbers, ear tags, special supplies, etc.
- Pen and/or Aisle Clean up Policy and schedule
- Any other items of interest to individuals in the barn such as show book, sale order, etc.
- NOTE: If your bulletin board needs to be removed from your barn (check with Adult Committee), remove and store in Junior Fair Pavilion. Make sure everything is removed from the board before storing.

Duties During the Fair:

- Help to prepare show arena

Shows:

- Wet down arena as needed
- Have ribbons, banners and trophies in order and take to show arena
- Get needed tables, set-up microphone, etc.
- Help Sr. Committee organize and distribute show books. Post one outside of the barn.
- Announcing of the show
- Help check off participants as they line up for their classes
- Distribute meal tickets for helpers
- Help clean up afterwards

Sale:

- Help set-up sale arena
- Have buyer banners and ribbons in order
- Help Sr. Committee with organization and distribution of sale books. Post one outside of barn.
- Help check off participants as they are ready to enter the sale arena
- Help clean up afterwards

Other:

- Make sure pens are clean and freshly bedded throughout the fair
- Make sure all goats are being properly cared for.

Duties After the Fair:

- Evaluations and suggestions
- Make sure barns are cleaned out and all animals are removed

JUNIOR FAIR BOARD RESPONSIBILITIES

Horse Committee

Duties Prior & During Fair:

- Paperwork-official book, etc.
- Ribbons, banners and trophies
- Sweep barns
- Work out and post aisle clean-up signs
- Help Sr. Committee with announcing of shows/ ringmaster duties
- Arrange with Steward to inspect for contest classes
- Make sure all Rotating Trophies are in and that signs are attached to each as how to return them for the following year
- Make sure Rotating Trophy agreements are in order (by show day) and in folder to be signed in Jr. Fair Board Office.

Items to be place in Bulletin Board:

- Listing of Junior Fair Board Members for your department
- Listing of current Adult Action Committee Members and how & where to nominate individuals for the Adult Committees
- Schedule of Fair Release Times
- Thank you's to Vendors for items such as show numbers, special supplies, etc.
- Pen and/or Aisle Clean up Policy and schedule
- Any other items of interest to individuals in that barn such as a show book, etc.

NOTE: If your bulletin board needs to be removed from your barn (check with Adult Committee), remove and store in Junior Fair Pavilion. Make sure everything is removed from the board before storing.

Duties During the Fair:

Show

- Have ribbons, banners and trophies in order and take to show
- Help check off participants as they line up for their classes
- Distribute meal tickets for helpers
- Help clean up afterwards
- Make sure black topped areas around barns are swept daily
- Assign time for individual clubs

Other

- Make sure stalls are clean and freshly bedded throughout the fair
- Make sure animals are bedded properly
- Make sure animals are fed and watered properly

JUNIOR FAIR BOARD RESPONSIBILITIES

Poultry and Rabbit Committee

Duties Prior to Fair:

- Ribbons, banners and trophies
- Work with adult committee on cage assignments and cards
- Sweep barn
- Assist with setting up cages
- Assist Adult Committee with checking in birds and rabbits on Thursday / Friday evening
- Help Adult Committee with announcing of shows

Items to be place in Bulletin Board:

- Listing of Junior Fair Board Members for your department
- Listing of current Adult Action Committee Members and how & where to nominate individuals for the Adult Committee
- Schedule of Fair Release Times
- Thank you's to Vendors for items such as show numbers, ear tags, special supplies, etc.
- Any other items of interest to individuals in that barn such as a show book, sale order, etc.

Duties During the Fair:

Show

- Set-up tables and chairs as needed
- Have ribbons, banners, trophies, and show numbers in order and take to show
- Help check off participants as they are ready to show their class
 - Help Adult Committee with organization and distribution of show books. Post one at each end of barn night before the show.
- Help clean up arena / barn area following the show.

Other

- Make sure pens are cleaned out by members throughout the fair
- Make sure members are feeding and watering their animals daily

Duties After the Fair:

- Submit your evaluations and suggestions after the fair
- Make sure all animals are removed from the barn
- Assist Adult Committee in any necessary pen tear down

JUNIOR FAIR BOARD RESPONSIBILITIES

Sheep Committee

Duties Prior to Fair:

- Help with the tagging of market lambs in June.
- Paperwork-official book, etc.
- Ribbons, banners, and trophies.
- Work with adult committee on pens, pen assignments, and cards.
- Work out and post aisle clean-up signs.
- Check water hydrants to make sure they are usable.
- Make sure electric works.
- Announcing of shows.
- Help check in lambs on Friday.
- Have signs for cleaning out sawdust and cleaning up after trimming lambs

Items to be place in Bulletin Board:

- Listing of Junior Fair Board Members for your department
- Listing of current Adult Action Committee Members and how & where to nominate individuals for the Adult Committee
- DUNF forms are to be turned in at weigh-in.
- Schedule of Fair Release Times
- Thank you's to Vendors for items such as show numbers, ear tags, special supplies, etc.
- Pen and/or Aisle Clean up Policy and schedule
- Any other items of interest to individuals in that barn such as a show book, sale order, etc.
- NOTE: If your bulletin board needs to be removed from your barn (check with Adult Committee), remove and store in Junior Fair Pavilion. Make sure everything is removed from the board before storing.

Duties During the Fair:

- Help with weigh-ins Saturday morning
- Have weight cards on hand.
- Assist with the collection of DUNF forms.

Show:

- Set up show arena gates.
- Wet down arena.
- Have ribbons, banners, and trophies in order and take to show.
- Get needed table, set up microphone, etc.
- Help Sr. Committee with organization and distribution of show books.
- Post one show book outside of barn.
- Announcing of the show.
- Help check off participants as they line up for their classes.

- Check for correct ear tag and child's name.
- Help clean up afterwards. Take down table, etc.

Sale:

- Help set up sale arena. Microphone, chairs, platform, table, etc.
- Have buyer banners and ribbons in order.
- Help Sr. Committee with organization and distribution of sale books.
- Post one sale book outside of barn.
- Help check off participants as they are ready to sell.
- Help clean up afterwards.

Other:

- Make sure pens are clean and freshly bedded throughout the fair.
- Make sure wash area is clean.

Duties After the Fair:

- Evaluations and suggestions.
- Make sure barns are cleaned out and all animals are removed.

JUNIOR FAIR BOARD RESPONSIBILITIES

Swine Committee

Duties Prior to Fair:

- Paperwork- official book, etc.
- Ribbons, banners and trophies
- Work with adult committee on pens, pen assignments and cards
- Sweep barn
- Check water hydrants to make sure they are usable
- Help Sr. Committee identify announcers and ringmen
- Help set-up for weigh-in. Gates, scales, etc. Have tables and chairs set-up for committee members.
- Help check in and weigh hogs on Thursday and Friday. Help move pigs, record weight, etc.

Items to be place in Bulletin Board:

- Listing of Junior Fair Board Members for your department
- Listing of current Adult Action Committee Members and how & where to nominate individuals for the Adult Committee
- Schedule of Fair Release Times
- Thank you's to Vendors for items such as show numbers, ear tags, special supplies, etc.
- Pen and/or Aisle Clean up Policy and schedule
- Any other items of interest to individuals in that barn such as a show book, sale order, etc.

NOTE: If your bulletin board needs to be removed from your barn (check with Adult Committee), remove and store in Junior Fair Pavilion. Make sure everything is removed from the board before storing.

Duties During the Fair:

- Junior Fair Superintendent needs to pass out meal tickets for those who helped.
- Help maintain Jr. Fair members and others behavior to be positive in the hog barn. Report unruly behavior to adult committee members or the Junior Fair Superintendent.

Show Day-

- Make sure show arena is set up (night before)
- Put sawdust in middle aisle
- Wet down arena
- Have ribbons, trophies and banners in order and take to show
- Get needed tables, set-up microphone, etc.
- Help Sr. Committee with organization and distribution of show books. Post one in the barn (day before)
- Help move hogs in aisles
- Help check off participants as they enter show arena
- Junior Fair Superintendent and someone from the adult Committee needs to get lunch

for those who helped from the Pork Producers tent.

- Help clean up afterwards. Take down show arena and remove sawdust, etc.

Sale Day-

- Set-up gates for sale
- Set-up holding pens for different buyers
- Set-up tables and chairs for those on the committee who record buyers.
- Put sawdust in middle aisle
- Have buyer banners and ribbons in order
- Help Sr. Committee with organization and distribution of sale books. Post one in the barn (night before)
- Help move hogs in aisles
- Help check off participants as they are ready to sell
- Help clean up afterwards. Take down gates, tables, chairs, etc.

Other-

- Make sure pens are clean and freshly bedded throughout the fair
- Make sure wash area is clean and drains are free of dirt, etc.

Duties After the Fair:

- Evaluations and suggestions
- Make sure barns are cleaned out and all animals are removed