

EDWARDS COUNTY FAIR

SUPERINTENDENT CHECK LIST GENERAL PROJECTS

- ✓ Organize your helpers, and have each person accept responsibilities. If you have conflicts, please contact someone on the committee so we aren't short of help.
- ✓ Be ready to enter exhibits from 10:00 am to 12 noon on Wednesday, July 15th. Arrive early to be sure that your department's set-up is to your liking.
- ✓ All 4-H projects will be judged consultatively. If your department includes a 4-H project area, please have 4-H'ers check themselves in and sign up for a judging time.
- ✓ When the judge arrives,
 1. Welcome them and introduce yourself and the other superintendents.
 2. Have them fill out the expense sheet & turn it in to the fair office. We want to be able to pay them before they leave.
- ✓ The Edwards County 4-H Ambassadors will be serving lunch to all judges and superintendents at 12 noon on Wednesday, July 15th as a thank you for your time and leadership.
- ✓ **Judging begins at 1:00 pm. Please begin judging on time!**
- ✓ Refer to the fair book for your division guidelines and rules should questions arise.
- ✓ Assist the judge, but do not converse about the exhibits. It is your responsibility to ensure that the judges are following our rules as stated in our fair book.
- ✓ If your department includes a 4-H project area, send the written comment/score sheet with the 4-H member.
- ✓ **Mark the placing correctly on the entry tag and results sheet.** For 4-H exhibits, if the exhibit receives a blue, and is of state fair quality, place a "selected for State Fair" sticker on the entry tag (in project areas that are eligible for State Fair). Below are the correct ribbon abbreviations:

OPEN CLASS DIVISION

GC- Grand Champion
RGC- Reserve Grand Champion
1st
2nd
3rd

4-H DIVISION

GC- Grand Champion
RGC- Reserve Grand Champion
P- Purple (State Fair quality)
B- Blue R-Red W- White
CB- Cloverbud (5 & 6 year olds)

- ✓ When judging is complete, place ribbons on exhibits. **Leave entry tags on exhibits, but turn in final results & superintendent notebook to the Fair Office.**
- ✓ Arrange exhibits for public display. Consider organizing by type of exhibit, ribbon placing, etc.
- ✓ Arrange for committee members to check area periodically each day during the fair to tidy up or replace lost ribbons, etc.
- ✓ Exhibits will be released from 1:00-2:00 pm on Sunday, July 19th. Please be at exhibit area to assist exhibitors.
- ✓ ***MOST IMPORTANTLY, SMILE! Fair should be a fun, educational experience & an opportunity for learning. We hope you enjoy the Edwards County Fair!***

THANK YOU