

Recap Superintendent Checklist

Welcome to the 2018 150th Fair

The following list outlines the key responsibilities of each Superintendent:

- Secure judges for individual departments.
- Turn in request(s) forms – judges, maintenance, signs, sound, supplies, vinyl, volunteer passes
- Secure volunteers to assist in the department. Confirm at least three or more volunteers are on duty each day from 10 am to 10 pm (Sunday through Thursday) or 10 am to 11 pm (Friday and Saturdays) for every four hour shift during Fair. Educate visitors about your department, answer questions and keep the entries secure.
- Deadline for all supply request forms is May 15 of current year.
- Obtain sponsorship for additional activities and/or awards for your department. ***Sponsorships must be coordinated with the Marketing Department prior to contact.***
- Prepare the assigned area for your department.
- Check-in entries beginning on Tuesday before Fair and check-out entries on the last Sunday 10 pm to 11 pm of Fair and Monday morning 9 am to 12 pm (noon) after Fair.
- Display all entries in the most creative manner possible.
- Keep accurate records of youth and adult exhibits, judging and awards, return information to the Premium & Awards office.
- Keep track of all superintendent, assistant and volunteer hours on the Volunteer Years spreadsheet and turn into the office at the end of Fair.
- Keep notes in your departments Exhibitor Guide information for possible changes and updates.

Thank you!