

## Introduction and Key Responsibilities

Superintendents are very important and affect the success of the Fair not only within the Department to which they are assigned but throughout the Fair. Each Superintendent, under the direction of the Fair Manager/CEO, shall have full charge of the Department to which he or she may be assigned. This handbook provides a general overview of the responsibilities and processes for all Superintendents.

The following list outlines the key responsibilities of each Superintendent:

- Superintendents from the 4-H program are responsible for adhering to additional guidelines specific to the WSU Extension 4-H program. For a complete description of the duties and responsibilities of a Fair 4-H Superintendent, please contact the WSU Extension 4-H Office.
- Secure judges for individual departments.
- Turn in request(s) forms – judges, fans, maintenance, signs, sound, supplies, vinyl, volunteer passes.
  - Deadline for all Open Class request forms are as follows:  
Judge Request: April 1
  - Fans, Maintenance, Signs, Sounds, Supplies, and Vinyl: May 15 (4-H requests are due to the 4-H Office May 1.)
  - Volunteer Pass Request: June 15
  - All 4-H request forms must be submitted to the WSU Extension 4-H Office.
- Secure volunteers to assist in the department. Confirm 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.
- If sponsorships for additional activities and/or awards for your department are to be sought, that must be coordinated with the Marketing Department prior to contact. No exceptions.
- Prepare the assigned area for your department.
- Check-in of entries begins on Tuesday before Fair and check-out of entries on the last Sunday 10 pm to 11 pm of Fair and Monday morning 9 am to noon after Fair.
- Display all entries in the most creative manner possible.
- Keep accurate records of youth and adult exhibits, judging and awards. Turn information in to the Premium & Awards office when complete.
- Keep track of all Superintendent, Assistant and Volunteer hours on the Volunteer Years spreadsheet. Turn Volunteer form into the Fair office at the end of Fair.
- Keep notes for possible Exhibitor Guide changes and updates.