



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

This document was created to assist in providing a better understanding of Eau Claire County Fair structure and responsibilities and how it relates to the Friends of the Fair and Eau Claire County Extension.

The amount of work required to undertake the fair and the increasing difficulty in finding volunteers with sufficient time in all aspects of society, this document clarifies the roles and looks toward the future for healthy succession planning.

The document aligns 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. Eau Claire County in looking at opportunities to increase efficiencies in all departments by providing only mandated services understands that this means shifting work; but doing so toward the logical and more appropriate actors involved in future Fairs.

Due to the changes within Extension and Eau Claire County and its roles regarding the Fair, a paid Fair Coordinator was hired in 2019 for the 2020 Fair to help significantly reduce the potential for volunteer burnout, facilitate committee transitions, and eliminate Extension office administrative commitments with the goal of participating within the fair with Extension educational support. The current Fair Coordinator is working from home and is financially supported by the Friends of the Fair. The Fair Coordinator reports to the Friends of the Fair and the Eau Claire County Fair Committee as a non-voting member. The Fair Committee is a subcommittee of the Extension Education Committee. The Extension Education Committee plays a supportive role to the Fair Committee and acts as a liaison between the Fair Committee and the Eau Claire County Board.

The financials of the Fair are provided and reviewed by the State of Wisconsin, DATCP in a required, yearly report. This report is also provided for review to the Friends of the Fair, Eau Claire County Fair Committee and Eau Claire County Extension Education Committee.

Date	Fair Coordinator	Eau Claire County Fair Committee	Friends of the Fair	Extension Eau Claire County
	<p>Role: Coordinates, sets up, and runs the operations of the fair. Reports to Friends of the Fair and provides updates to Fair Committee. Processes payments in coordination with FOF treasurer. Not a voting member of FOF or Fair Committee. Prepares financial reports for the state, FOF and county. Responsible for keeping Fair website updated.</p>	<p>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. Reports monthly to Extension Education meeting. Supports Livestock Project education and coordinate project events that are include in Fair book and take place at the Fair. Approves contracts on behalf of the fair for submission to FOF for payment.</p>	<p>Role: The financial support for the Eau Claire County Fair. Handles all finances and pursues sponsorships for the Fair. Promotes the Fair. Coordinates the special activities and events not covered by the Fair book.</p>	<p>Role: Leads and supports the 4-H Youth Development program, promotes the 4-H program and partners with the fair for educational opportunities. Extension shares Fair related updates that pertain to 4-H members and families.</p>
September	<ul style="list-style-type: none"> ● Share Fair Committee & FOF contact lists ● State paperwork ● Announce dates for next year's Fair ● Post next year's fair dates on WAF homepage 	<ul style="list-style-type: none"> ● Election of officers ● Update Fair Committee contact list 	<ul style="list-style-type: none"> ● Update FOF Committee contact list ● FOF Meeting 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities
October	<ul style="list-style-type: none"> ● Fair Book changes ● Face-to-face judging ● Provide FOF & Extension Education Committee with Fair financial report 	<ul style="list-style-type: none"> ● Review Fair Book changes ● Assign Fair Committee assignments ● Activities & Entertainment 	<ul style="list-style-type: none"> ● FOF fiscal year ● Plan for the following years fair activities and entertainment 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities

<p>November</p>	<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 ● Review stalling & entry fees 	<ul style="list-style-type: none"> ● Finalize Updates for Open and Jr. Class Fair book ● Review stalling and entry fees ● Committee assignment updates ● Activities & Entertainment Updates 	<ul style="list-style-type: none"> ● FOF Annual Meeting ● Election of Officers & Board of Directors ● Activities & Entertainment ● Raffle Coordinator start collecting donations ● Approve updated sponsorship letter/mailling labels from FOF ● Update sponsorship letter ● Update mailing labels ● Confirm sponsorship & recognition levels 	<ul style="list-style-type: none"> ● Brainstorm educational projects/roles for fair in conjunction with Fair Committee ● Plan & organize Educational opportunities
<p>December</p>	<ul style="list-style-type: none"> ● Contact contract companies ● Secure tents ● Entertainment & Activities 	<ul style="list-style-type: none"> ● Approve Fair Book ● Committee assignment updates ● Activities & Entertainment Updates ● Discuss Judges Pay & Mileage 	<ul style="list-style-type: none"> ● Research new donors ● Print letters and labels for sponsorship ● Set advertising budget 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities
<p>January</p>	<ul style="list-style-type: none"> ● Recruit judges for fair ● Arrange for Activities & Entertainment ● Secure manure hauling for livestock ● Secure hotel for judges ● Contact Master Gardeners ● Contact Dog Superintendent for judging schedule ● Secure superintendents ● Develop fair schedule ● WAF Convention 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment Updates ● Comments on Fair Schedule 	<ul style="list-style-type: none"> ● Stuff and mail the sponsorship letters ● Contact Pedal Pull contract ● Confirm Beer and Wine Open Class Judging Event ● Research new donors 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities ● Food Revue
<p>February</p>	<ul style="list-style-type: none"> ● Recruit Judges ● Order ribbons through Blue Ribbon by 2/15 ● Get DATCP regulations for Fair book ● Contact food vendors 	<ul style="list-style-type: none"> ● Committee assignment updates ● Finalize Fair Schedule ● Activities & Entertainment Updates 	<ul style="list-style-type: none"> ● Distribution Raffle tickets ● Activities & Entertainment ● FOF Meeting 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities

	<ul style="list-style-type: none"> ●Send out sponsorship Thank you letters for those received ●Update FairEntry 			
March	<ul style="list-style-type: none"> ● Recruit Judges ● Confirm there are enough Thank you notes and envelopes for the fair ● Cookie recipe for contest ● Send out sponsor thank you notes 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment Updates ● Policies & procedures for the check -in gate 	<ul style="list-style-type: none"> ● FOF Raffle ● Activities& Entertainment ● Update advertising 	<ul style="list-style-type: none"> ●Plan & organize Educational opportunities
April	<ul style="list-style-type: none"> ●Recruit judges for fair ●Secure night watchman, garbage, & security ●Send out reminder e-mail for Managerial Papers ●Contact WAF to request Fairest of the Fair appearance ●Send thank you notes for sponsorships received 	<ul style="list-style-type: none"> ●Contact County to post open committee positions ●Committee assignment updates ●Activities & Entertainment Updates ●Decide the Distinguished Service and Partner in Fair Award Recipients: order plates and plaque (plates go to the extension office) 	<ul style="list-style-type: none"> ●Update advertising ●Activities & Entertainment ●Organize special events ●Silent Auction Items ●Secure Volunteer Help ●FOF Meeting 	<ul style="list-style-type: none"> ●Plan & organize Educational opportunities
May	<ul style="list-style-type: none"> ●Launch FairEntry on May 1 ●Answer FairEntry questions ●Order Distinguished Service & Partner in Fair Awards ●Order Trophies/Awards ●Organize judge's paperwork ●Meal tickets 	<ul style="list-style-type: none"> ●Committee assignment updates ●Activities & Entertainment Updates ●Plan Fair Set-up ● 	<ul style="list-style-type: none"> ●Fair promotional materials ●Organize special events ●Coordinate volunteer help 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities ●Older Youth Council participation in the fair

<p>June</p>	<ul style="list-style-type: none"> ● Recruit/arrange Fair office staffing ● Send map of grounds to food vendors ● Clarify which departments can send to state fair and what projects are accepted ● Collect insurance certificates ● Plan Superintendent training ● Organize Facebook Live volunteers ● Organize photo volunteers ● Print exhibitor tags and Mutual Respect to put in envelopes ● Secure water donations ● Secure paper product donations ● Raffle permit ● Plan awards program ● Send out reminder stalling form ● Coordinate Expo Set-up Committee Meeting ● HotSpots for Expo 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment FINAL ● Plan awards program ● Meet with Expo Set-up Group ● Coordinate volunteer help ● Send out invitations to County Board, Extension Education, & Civic organization members to attend Fair 	<ul style="list-style-type: none"> ● Collect Raffle tickets ● Organize special events ● Meet with Expo Set-up Committee ● FOF Meeting 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities ● Older Youth Council participation in the air ● Recruit volunteers for educational opportunities
<p>July</p>	<ul style="list-style-type: none"> ● Re-do state fair exhibit invitation cards (include description, change age/grade order) ● Make state fair chosen cards ● Arrange for printer/copier/computer for fair office ● Set up Expo Pre Fair walk thru ● Call Digger's Hotline 1.5 weeks before Fair starts ● Apply for tent permit ● Golf cart/vehicle waivers ● Send Expo/Livestock Award lists to Extension and the Livestock Secretary 	<ul style="list-style-type: none"> ● Committee assignments updates ● Set the next year's fair dates ● Finalize map 	<ul style="list-style-type: none"> ● Coordinate Volunteer Help ● Advertising Material Distribution ● FOF Meeting 	<ul style="list-style-type: none"> ● Coordinate with Fair Coordinator to make state fair exhibit "you've been chosen" ● Plan & organize Educational opportunities ● Older youth council plan participation for the fair. ● Create 4-H promotion for fair ● Order supplies

	<ul style="list-style-type: none"> ● 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 ● Organize Stalling information forms for superintendents ● Superintendent meeting ● Equipment double check run thru 			
<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 ● Print name tags for superintendents & judges ● Create set up and take down checklists (sign inventory?) ● Cleanup checklists for Expo, grounds, & barns ● Obtain cleaning supplies (mop, rags, ice cream buckets, Lysol, dish soap, Disinfect, & masks, etc.) 	<ul style="list-style-type: none"> ● Fair Committee – Double check assignment list to ensure your duties are completed. IF something is not done secure help to finalize list 	<ul style="list-style-type: none"> ● Confirm Volunteers 	<ul style="list-style-type: none"> ● Prepare educational exhibits ● Order supplies

	<ul style="list-style-type: none"> ●Golf cart signs “must be 21 years old to drive” ●Double check with night watchman/security/garbage 			
Week of Fair	<ul style="list-style-type: none"> ●Organize “fair office” supplies ●Shelves for storage ●Golf cart signs ●Collect all paperwork for the state, health certificates, coggins test, & pullorum testing in binder. ●Post photos on Facebook page and fair website 	<ul style="list-style-type: none"> ●Bleachers to EXPO (stored at Scot Zimmerman’s) ●Fair Set up 	<ul style="list-style-type: none"> ●Fair Set up 	<ul style="list-style-type: none"> ● Attend/Support Fair ● 4-H Educational Activities ● 4-H Promotional Activities
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 	<ul style="list-style-type: none"> ●Committee Members Fair Grounds walk through ●Barn floors power washed 		
August	<ul style="list-style-type: none"> ●Pay judges ●Make sure all paperwork is cleared with the state ●File all Animal Health paperwork ●Send in all state paperwork within 30 days ●Sign/notarize affidavit paperwork for the fair to send into the state ●Fair Checks sent to exhibitors ●Put together Thank You for the Fair Ad ●Send out survey to exhibitors 	<ul style="list-style-type: none"> ●Evaluate Fair ●Brainstorm changes for next year ●Announce next year’s Fair Dates 		<ul style="list-style-type: none"> ● Evaluate fair programing ● Help with Fair Satisfaction Survey with Fair Coordinator