

SUGGESTIONS FOR SELECTING JUDGES

1. Adequate wages must be paid to obtain a qualified judge. When setting the fee, consideration should be given to such things as: number of entries, total number of classes, type of show, etc. Fees should also include all meals and lodging. A good guideline for mileage is using the same rate as your local County Extension Office is paying.
2. Select your judge as early as possible. If you wait too long, the most qualified judges will already be scheduled.
3. Competition for judging jobs should be discouraged. Do not contact several judges and ask them to bid for the job. It is unfair to ask a judge to hold a date open if they do not have assurance that they have the job. They may lose another judging opportunity while waiting for you to make a decision. Also, this procedure is not good from the standpoint of judge relationships. If you select several prospective judges, use a preference list, and go down the list until you confirm a judge.
4. Write, or if possible, call judges to confirm judging date and other details. Follow up the contact as soon as possible with a letter of confirmation. This letter should include the show date, location (map is helpful), fee (including expense guidelines, if any), type of show, number of classes, etc. If the show is a County Fair 4-H Show, have the County Extension Agent also send a letter of confirmation to the judge. **IF THE SHOW IS A 4-H SHOW, REQUEST THAT YOU WOULD LIKE THE JUDGE TO GIVE ORAL REASONS ON THEIR PLACINGS** (Some judges may not judge, if they have to give reasons).
5. The judge should also write a letter as soon as possible confirming the date, fee, etc.
6. As soon as possible, send the judge the rules that your show will be using, especially if you deviate from State 4-H Rules. Send your judge a show bill or premium book as soon as it is available.
7. A week or so before the show, you should either call or write the judge reconfirming all show details.
8. It is the responsibility of the judge to follow-up on all commitments. If for any reason, they find it impossible for them to judge the show, they should contact the show early, or if it is a last minute situation, they should be responsible for acquiring a replacement judge.
9. Prior to the show, the show manager, or a show committee should meet briefly with the judge and go over such things as: any local situations that may help the judge, any questions the judge may have concerning the show, objectives of the show, special instructions, etc.
10. Following the judging of the show, judges should submit their expenses to the show manager as soon as possible. A complete itemized statement should be prepared, including receipts for lodging and other single expenses over \$25.00.