

2009 Greene County Fair



Our Club's Fair Duties...

Fair Setup Day: Sunday, July 5, 2009 at 1:00 pm

Our club will be doing: _____

1. Set up and clean up are big parts of the county fair and it takes a team effort to get everything done! 4-H families are needed to give labor to the superintendents and Fair Board. We need youth and adults to help get everything done.
2. **Please bring extra tools and supplies to bring from home:** Hammers, pliers, staplers, post drivers, brooms, rakes, rags, garden hoses, buckets, power washer, paint brushes, paint pans, painting clothes are all appropriate items to bring. *Mark your items!*
3. Set-up is a time to get the general grounds set-up, not your own space. Please respect and appreciate the superintendent volunteers! Club booths, etc., can be setup **ONLY** after all other duties are finished. If you see another club still working, please jump in and help them!
4. Each club is to have a *minimum* of 10 members and 3 adults please. We hope that **all** 4-H members and their parents are able to participate.

Fair Tear-Down: Monday, July 13, 2009

Our club will be doing: _____

Things to remember for tear-down duties:

- **Clover Hall cleanup after Judging:** Tuesday, July 7
 - Take down tables and chairs, sweep
 - Set up Clover Stage area
 - Take State Fair Consideration exhibits to club booths
- **Clean up Clover Hall after Check- Out:** Sunday, July 12
 - Take down tables and dividers, sweep
 - Put away dividers and special props
 - Begins **AFTER** checkout is done
- **Everyone helps until the fairgrounds are clean and everything is put away.**

Clover Café Shifts: _____

Things to remember about Clover Café shifts:

- This is our program's fundraiser—the money made at the Clover Café all goes back into our local program
- Each shift is required to have a minimum of 5 adults and 8 youth

Clover Hall Hosts: _____

Things to remember about Clover Hall Hosting listed on back...

Clover Hall Hosting:

Every club is able to host Clover Hall at least once during the fair. As hosts, you are representing all Greene County 4-H members. The impression you leave with the public may last a very long time! Remember to greet guests with a friendly smile and hello, and to answer any questions as courteously and accurately as possible. Please also keep the building looking clean and neat.

Clubs hosting Clover Hall should have at least one adult and 3-5 youth in attendance. Club shifts are in two-hour increments. Feel free to break your time up between youth, but please make sure your shift is covered the entire time. **4-Hers should be wearing a 4-H shift while serving as hosts.**

Please take your responsibility seriously. Not only are you letting the public know what 4-H is all about, but you are also protecting those hundreds of exhibits in the building. Here are some pointers to help you understand your roles as hosts of Clover Hall:

- 1. Position club members at each end of the building, near the doors, and greet visitors as they come in.** Be alert, show enthusiasm, be friendly and smile! Approach visitors and ask if they have any questions or need assistance.
- 2. Read and know the fair schedule.** The first group in the morning is responsible to be sure the new daily schedule is out for the public to see. Be prepared to answer questions. Seek out answers from Fair Board members, Amanda, or from someone in the livestock office if you need help.
- 3. Know the location of each club's booth, the state fair exhibits, and the outstanding 4th grade exhibits.** Most of the visitors are family of 4-Hers and are there to find their 4-Her's exhibits. Please help direct people to where they would like to be.
- 4. Tactfully ask people to be very careful when handling exhibits.** (It is preferred that the exhibits are not handled, but many people like to read the booklets and write-ups.) Please keep people from handling the state fair exhibits. There will be signs posted, but please stop people who may be touching or handling the exhibits as they will be shown and judged again.
- 5. Keep the booths clean and neat.** If items fall or blow off of the tables or pegboards, please take time to carefully put them back.
- 6. Keep the building clean and neat.**
- 7. Near the end of your time on duty, sweep the floor.** Brooms are available in the chair/table closet. Pick the dirt up and dump into the wastebasket (do NOT sweep the dirt out the door!).
- 8. Help the next 4-H club by going over these instructions and relaying the most commonly asked questions by our guest visitors.**