

Task	Party Responsible: Fairboard/FFA/Extension	Notes: committee, supt, etc.
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**PRE FAIR ACTIVITIES**

Manages Animal Identification Process for 4-H/FFA (includes reminders, answering questions, etc.)	Extension (4-H), Fairboard (FFA)	FFA Advisors enter ID info into spreadsheet
Send FFA Animal Identification spreadsheet to Extension (for use	Fairboard	
Securing Wi-Fi/internet capabilities on grounds (including Christy Hall)	Fairboard	
Maintain/Manage FairEntry: purchasing, building hierarchy, general 'set up'	Extension	
Set Fair dates	Fairboard	
Set Fair Schedule for 4-H events	Fairboard/Extension	
Set Fair exhibit entry Deadlines	Fairboard/Extension	
Revise Fair book	Fairboard/Extension	Deadline for edits
Provide insurance for 4-H exhibitors/4-H volunteers	Extension	
Provide grounds, building, event, Liability Insurance	Fairboard	
Print & Pay for Fairbook	Fairboard	
Provide online version of fair book, update as needed on websites	Extension/Fairboard	
Distribute Fair books	Fairboard	
Distribute Fair Schedule Flyers	Fairboard/Extension	
Process/Manage 4-H/FFA entries in FairEntry	Extension	With support of Fairboard (ID Sheet)
Updates paper entry forms and posts online	Extension	
Collect Paper Entries: Communication, Clothing, Share the Fun, Garden Tour	Extension	
Handle Entry Fees	Extension (collects), Fairboard (receives from Extension)	

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Recruitment of volunteers for 4-H Events (static judging, animals shows)	Extension/All Superintendents	
<b>Pre-fair publicity to 4-H members - Extension</b>		
Story County Extension Social Media: Twitter, Instagram, Facebook, TikTok	Extension	
Extension Website	Extension	
Extension biweekly radio	Extension	
Extension newsletters	Extension	
<b>Pre-fair publicity - Fairboard</b>		
Fair website	Fairboard	
Fair FB	Fairboard	
Newspapers	Fairboard	
Radio	Fairboard	
Create Fair Schedule Flyers	Fairboard	
Print Fair Schedule Flyers (and pay for printing)	Fairboard	
Provide printed flyers to FFA/Extension	Fairboard	
<b>Pre-Fair 4-H Exhibitor Communication</b>		
Entry information	Extension	
Create & send exhibitor letters: includes Dates, Times, Locations, Rules	Extension	
Receive exhibitor questions/comments/concerns	Extension/Fairboard/Superintendents	
<b>Judges</b>		
Secure/Confirm Judges:		
4-H/FFA Static, Clover Kid Static, Vegetable/Home Garden, Flower, Communication, Clothing, Share the Fun, Great Gardener Fest, Costume Show	Extension	

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Secure/Confirm Judges: Clover Kid Livestock, 4-H/FFA Livestock	Extension/Fairboard	
Establishes judges pay rate/Pays judges and meal provided	Fairboard	
Orders meals for judges/volunteers for 4-H Static, Communications/Clothing.	Extension	
<b>Fairgrounds</b>		
Building and Grounds cleaning/maintenance/general upkeep - Excludes 4-H food stand, Includes Lawn care, waste removal, etc	Fairboard	
Building set-up/accessibility for beef, sheep/goat, swine weigh-ins	Fairboard	
Fair sound system set up	Fairboard	
Provides Restroom facilities including portable toilets/payment for them, stocking with paper products, and handwashing stations	Fairboard	
Campgrounds: Maintain, collects reservations/payments and answers questions	Fairboard	
Pre-fair clean up FFA chapter and 4-H Club scheduling	Extension	
Street Closure request to city of Nevada	Fairboard	
No parking signs on designated streets	Fairboard	
Parking layout on the grounds for fair	Fairboard	
Fairground security during fair/payment	Fairboard	
Fire extinguishers upkeep costs/distribution	Fairboard	
Dumpsters, garbage removal,/associated costs	Fairboard	
Picture Backdrop- sign by sheep barn (or future sign)	Fairboard	
<b>Livestock</b>		
Maintain scale heads/scales for Beef, Sheep, Goat,/Swine	Fairboard	
Order Scale tickets for Beef, Sheep, Goat, Swine	Extension (orders)	Stored in Fair Office
Purchase Scale tickets for Beef, Sheep, Goat, Swine	Fairboard (payment)	
Print all animal IDs	Extension	
Secure fair vet(s)	Fairboard	

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Order pullorum serum - if needed/payment	Extension	
Schedule weigh-ins for 4-H, Clover Kid, FFA: Beef, Sheep, Meat Goat, Swine, Bottle Calf	Extension/Superintendents	
4-H retinal image submission: Beef, Sheep, Meat Goat	Extension/Superintendents	taken at weigh in
FFA DNA submission: Beef, Swine, Sheep, Goat	FFA advisors	
Swine DNA Submission	Extension	
Coordinate re-tags,/retinal images/DNA collection after weigh ins	Extension/FFA Advisors	
Determines eligibility of 4-H and FFA exhibitors for 4-H /FFA Shows	Extension/ FFA Advisors	
Determines eligibility of animal exhibits	Extension	
Order/payment/storage 4-H livestock tags	Extension	
Order/payment/storage FFA livestock tags/payment	FFA Advisors	
Manage 4-H Online Livestock IDs	Extension	
Manage FFA livestock IDs	Fairboard	FFA Advisors enter ID info into spreadsheet, sent by Fairboard
Line up advanced locker transportation (if applicable):		
Advanced feeder pens, Swine, Sheep, Meat Goat locker/transportation	Fairboard/Superintendents	
Collects Horse Trailer Parking reservations/fees/forwards to Horse Supt.	Fairboard	
Purchase/Locate sponsors for CK Animals: Calf, Lamb, Poultry, Rabbit, Dog, Small Pet, Cat	<u>Extension &amp; Cattlemen/Superintendents</u> <del>Fairboard</del>	
Order/Pay/Locate Sponsors/Store Awards:	<u>Fairboard</u> <u>Extension &amp; Cattlemen/Superintendents</u>	
Ribbons, trophies, Clover Kid ribbons, etc	Fairboard	
Secure/payment of bedding for BWA, DP, Beef	Fairboard	Beef barn: exhibitors pay in FairEntry
Maintain FFA YQCA Training Record	FFA Advisors	
Maintain 4-H YQCA training records	Extension	
Communication with superintendents (training, shows, exhibitor letters, etc.)	Extension/ Fairboard	

Assign outdoor beef tie outs and provide gates	Fairboard/Superintendents	
Provide/Distribute wheelbarrows for manure management	Fairboard	4-H club donation made
<b>Task</b>	<b>Party Responsible: Fairboard/FFA/Extension</b>	<b>Notes: committee, supt, etc.</b>
Biosecurity planning/mitigation & Livestock biosecurity decisions	Fairboard/Fair vet	
Stalling assignments for each species	Superintendents	
<b>Static Exhibit 4-H/FFA/Clover Kid</b>		
Print Static exhibit tags	Extension	
Send exhibitor letter/tags: Includes check in process, schedule, rules, times, etc	Extension	
Create judging schedule	Extension	
Secure Volunteers	Extension	
Create check in/flow process	Extension	
Set up for static judging day	Extension	
Provide tables, chairs for judging day	Fairboard	
Provides supplies for judges	Extension	
Pays for supplies for judges	Fairboard	
Set up booths for displays	Extension /Club Leaders	
Provide tables, chairs, dividers for Displays	Fairboard	
Order/Pay/Store 4-H, Clover Kid, FFA ribbons	Fairboard	
Enter results for 4-H/FFA in FairEntry	Extension	
Set up State Fair exhibit display	Extension/Superintendents	
Enter state fair exhibits into SF FairEntry	Extension	
<b>Pre Fair Supt Meeting</b>		
Schedule	Fairboard/Extension	
Send notice	Extension	
Make agenda	Fairboard/Extension	
Prints needed reports for livestock/static	Extension	
Facilitates meeting	Extension/Fairboard	
Reserve space	Fairboard	

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<b>Task</b>	<b>Party Responsible: Fairboard/FFA/Extension</b>	<b>Notes: committee, supt, etc.</b>
<b>4-H Food stand</b>		
Hire food stand manager	Extension	
Order inventory (food/drinks)	Extension	
Submit license request	Extension	
Line up industry associations (cattlemen, pork producers)	Extension	
Equipment owned/maintained by	Extension	
Assign club shifts	Extension	
Clean/prepare for service	Extension	
Turn on water	Fairboard	
<b>Clothing/Communication Event</b>		
Secure location(s)	Extension	
Event promotion to 4-Hers	Extension	
Send exhibitor letters: includes Dates, Times, Locations, Rules	Extension	
Creates schedule of the day	Extension	
Enter Results	Extension	
Bring awards/ribbons	Extension	
Orders refreshments for Judges/Volunteers	Extension	
Pays for refreshments for Judges/Volunteers	Fairboard	
Enter selected for state fair exhibits into SF FairEntry	Extension	
Facilitate the event(s)	Extension	
Secures volunteers/room monitors	Extension	
Pays for Awards/Ribbons	Fairboard	

**During Fair**

Emergency planning/communicating with the authorities/organizations point contact/policy & plan on free speech (protests, posters)	Fairboard	
Manure removal/payment	Fairboard	
Biosecurity hand sanitizing stations maintained	Fairboard	

Provide office space for Extension staff on Fairgrounds	Fairboard	
Provide needed keys to Extension Staff	Fairboard	

<b>Task</b>	<b>Party Responsible: Fairboard/FFA/Extension</b>	<b>Notes: committee, supt, etc.</b>
Provide list of staff/volunteers that will be present/where	Extension/Fairboard	Provide to each other
<b>Animals/Livestock:</b>		
Prep stalls/cages	Superintendents	
Print stall cards	Fairboard	
Print Entry Cards & Bring Entry Cards to shows	Extension	
Make stalling map	Superintendents	
Check In /Check IDs	Superintendent/Extension	
Vet Checks	Fairboard	
Announce Show & Find Ring help	Superintendents	
Set-up Dueland Pavilion (including holding pens when needed)	Fairboard	
Bring Awards to shows	Fairboard Liaison	
Print report with barcode broken by class: Horse, Poultry, Rabbit, Rabbit Hopping	Extension	
Record results	Extension	
Livestream shows	Fairboard	
Provides Sound System	Fairboard	
Take photos for Ext social media	Extension	
Get ribbons/trophies for horse shows	Fairboard Liaison	
Facilitates Horse Fun Show (non 4-H/FFA show)	Fairboard	
Facilitates Horse Drill Team/provides supplies	Fairboard/Superintendents	
Horse Trailer Parking	Superintendent/Fairboard	
Horse Exhibitor packet/number	Superintendent	
Record weigh-in weights in FairEntry/on paper	Extension	
Set up Poultry cages with feed/water containers	Superintendents	
Poultry: provide pollorum serum/testing kit/arrange/conduct pollorum testing	Extension	Superintendents conduct
Lead exhibitor meeting	Superintendents	Extension present

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Print and Bring Clover Kids certificates to shows: Calf, Small Pet, Cat, Dog, Rabbit, Rabbit Hopping, Lamb, Goat, Poultry	Extension	
Bring barcode report broken by class to shows: Poultry, Horse, Rabbit, Rabbit Hopping	Extension	
Provide thumb drive to Fairboard Manager with checked in Animal records if signed agreement	Extension	Directly after check in
Create showbill - if there is a Not a signed agreement	Extension	
Create showbill - if there is a signed agreement	Fairboard (with thumb drive)	
Poultry: set up cages outside for show	Superintendents/Fairboard	
Poultry: provide bedding	?	
Move bleachers to Poultry Barn (under tree)	Fairboard	
Carcass Contest data collection and Placing: Beef, Sheep	Fairboard/Superintendents/Extension	
Swine: Release Breeding Swine	Superintendents	
Swine: Sanitize Barn before market check in	Superintendents/Fairboard	
Swine: Derby Placing	Superintendents/Judge	
Swine: Facilitates Bacon Buddies/other 'fun' swine shows	Fairboard	
Rabbit Hopping: Set up and take down arena	Superintendents	
Sheep: Print reports for superintendent (specific reports needed)	Extension	
Sheep: Facilitates fun show	Fairboard	
Rabbit: Move bleachers to south of rabbit barn/Set up tables for show	Fairboard/Superintendents	
Rabbit: Provide tent(s) for show	Extension	
Dog: Set up arena	Superintendent	
Dog: Provides/Sets up: Tables, Chairs, tents, bleachers, sound system	Fairboard	
Bottle/Bucket Calf: organize and conducts interview	Superintendents	
Advanced Feeder Pens: Data Report for carcass class (if driver requires)	Fairboard/Superintendents/Extension	
Advanced Feeder Pens: Required EID tags (if driver requires)	Fairboard/Superintendents/Extension	
<b>Poultry Quiz Bowl</b>		



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Bring supplies- Whiteboards, markers, computer, projector, portable sound system, screen	Extension	
Set up table/chairs	Extension	
Make/bring quiz	Superintendents	
Bring ribbons	Extension	
Clean up	Superintendents/Extension	
Photos for Extension	Extension/Volunteer	
<b>Vegetable/Home Garden/Flower/CK Great Gardener Fest</b>		
Set up tables/chairs	Extension	
Check in veg/Home garden exhibits	Extension	
Record results	Extension	
Bring ribbons, includes Borton ribbons/champion , and Clover Kids ribbons	Extension gets from Fairboard Liaison	
Sets up display(s)	Superintendents	
Photos	Extension/Volunteer	
<b>Static Exhibit Building</b>		
Set up of building	Extension	
Opens & Locks up exhibit building	Extension	
Tear down of building	Extension	
Schedules host(s) of building	Extension	
Map/Sets location of each booth	Extension	
<b>CK Show/Tell</b>		
Set up chairs	Extension	
Bring sound system	Extension	
Lines up interviewer (usually CYC or summer staff)	Extension	
Clean up	Extension	
Photos	Extension/Volunteer	Extension coordinates needs with FBM

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<b>4-H Reunion</b>		
Make/print program	Extension	
Set up chairs	Extension	
Set up sound system	Fairboard	
Clean up	4-H History Committee	
Photos	Extension/Volunteer	
<b>4-Hers in Action Photo Contest</b>	History Committee	
<b>4-H County Council Sponsored Bingo &amp; Barnyard Relays</b>		Extension support
Gather prizes	Extension	
Set up: chairs/tables, relay course, sound system	County Council	
Clean up	County Council	County Council
Facilitates	Extension/County Council	
Photos	Extension/Volunteer	
<b>4-H/Clover kid Costume Show</b>		
Brings ribbons/awards	Extension	
Photos	Extension/Volunteer	
<b>4-H Share the Fun</b>		
Set up chairs	Extension	
Bring portable sound system	Extension	
Bring ribbons	Extension	County Council
Photos	Extension/Volunteer	
<b>4-H FFA Ribbon Auction</b>		
Send letters to potential sponsors	Fairboard	
Organize bidder reception	Fairboard	
Handle youth sign up	Fairboard	
Secure auctioneer	Fairboard	

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Make /print bidding numbers/program/secure ring help	Fairboard	
Collect proof of thank you's sent	Extension	
Provide postage/envelopes	Fairboard	
Communicates with sponsors	Fairboard	
Mails ribbon auction checks	Extension	
<b>Photos of Livestock, Static, Communication, and Clothing champions at backdrop</b>	Exhibitors	
<b>Herdsmanship</b>		
Communicates expectations to exhibitors	Extension, Fairboard, Superintendents	
Mails/Deposits awards to 4-Hers/clubs	Extension	
Pays winners	Fairboard	Printed rules, at exhibitor meetings.
Tabulates scores	Superintendents	
Extension Youth Outreach Fair tours/activity for youth groups	Extension	

**POST-FAIR**

<b>News Release</b>		
Compile 4-H results/send to newspaper	Extension	
Send release/results link to 4-H Exhibitors	Extension	
Post on extension website	Extension	
<b>Premium Checks</b>		
Figure premiums	Fairboard	
Create list	Fairboard	
Provide 4-H member mailing labels	Extension	
Mail to 4-H/FFA members	Fairboard	
<b>Post Fair Supt Meeting</b>		
Schedule	Fairboard/Extension	

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Send notice	Extension	
Make agenda	Fairboard/Extension	
Reserve space	Fairboard	
<b>Carcass contest meeting</b>		
Reserve space	Extension	
Sends notice to exhibitors	Extension	
Cuts checks	Fairboard	
Provides ribbons/awards	Fairboard	
Collects data from locker	Superintendents/Fairboard	
Provides meals for exhibitors	Story County Cattlemen	Superintendent contacts to sponsor