

## SOUTHWEST WASHINGTON FAIR – POLICY

### RESPONSIBILITIES & DUTIES OF DEPARTMENT SUPERINTENDENTS

You are the HEART of the Southwest Washington Fair. The Fair Board, Fair staff, Fairgoers appreciate the time and energies you give to make your department happen. *The Fair counts on you to conduct the activities of your department. Thank you!* To make your job easier, we have compiled a list of tasks. Many of these tasks you are currently doing. We are simply documenting them in written form for easy reference.

#### BEFORE THE FAIR

- Revise, update and make changes or corrections to the Exhibitor's Handbook section for your department. A copy of your department's section from this year's handbook will be supplied to you prior to Fair. This gives you the opportunity to make changes to next year's handbook during Fair and turn it back in to the office after Fair. The Exhibitor's Handbook change are due no later than November 1. This is important to ensure the timely printing of next year's handbook.
- In October a letter or email is sent to each Superintendent requesting the names of judges to invite for your department. Superintendents submit their requests in **November**. If you have a judge in mind before receiving the letter in October, please give the Fair Office a call and we will send you a request form at that time, since we are aware that some departments need to get a confirmation sooner.
- The Fair Office then sends an invitation to the prospective judge. This letter includes the department to be judged, the date, and times the judge is needed, as well as the amount of payment for the judge's service. All financial arrangements with judges must be approved by the Fair Manager.
  - Included with this letter are: Two copies of the Judging Agreement; one copy is signed by the judge and returned to the Fair Office while the other is retained for the judge's records.
- Keep current on what is new and exciting in the fair industry pertaining to your department.
- Encourage entries in your department. Help to promote activities that are happening within your department area as this will increase interest and help to increase the number of exhibits.
- Prepare the area for exhibits. Check out your space and see what extra items you may need to make your area new and exciting. You may need to provide special racks, extra lighting, labels, card tables, tablecloths, etc.
- Share your department's ribbon requirements with the Fair Office, taking into account the type of activities your department currently has planned. You will receive a request for this information in October, letting you know what was ordered and returned the previous year. Please indicate the total number you need for the current year. This order request needs to be submitted to the Fair Office by **November**.
- Do a walkthrough of your department area and report to the Fair Office any maintenance repair projects that need to be completed by the current year's Fair. Have this information to the office by **May 1**. You will receive your maintenance request form at the April meeting.
- If you want to purchase supplies, materials, or equipment for your department and want to be reimbursed for the purchase(s), be sure to get prior written approval from Fair Management. There

## RESPONSIBILITIES & DUTIES OF DEPARTMENT SUPERINTENDENTS (cont.)

are budget constraints that must be considered in this area and prior planning from Fair Management is required.

- Be responsible for accepting all exhibits for your department. Assist exhibitors in filling out entry forms if they haven't preregistered online. Check for the correct Department, Division and Class. Make sure all exhibits have the Exhibitor's name attached. This may include securing volunteers for Entry Day.
- Encourage the entry of educational exhibits.
- Include educational material for the public in your department describing how exhibits are entered, how exhibits are selected, raised, prepared, judged, etc. The Fair Office staff is happy to assist you in putting together your information on the computer. Please remember that the earlier you get this to us, the better. After July 15, it may be difficult for office staff to find time for this, however, there will be a computer on the Fairgrounds for your use a week prior to Fair.
- Prepare exhibits for judging. See that all exhibits are entered and arranged properly, and have all exhibits ready for judges according to the judge's instructions.
- In no way attempt to advise judges regarding placement of awards. Offer support to judges. Provide help and assistance with recordkeeping, clerking, etc. if needed. Record all results in the appropriate Judging Book of your Division, which is provided by the Fair Office. **Do not remove Judging Book from Fairgrounds – no exceptions.**
- Submit ideas for publicity prior to and during the Fair to Fair Management.
- Keep accurate records of all events: entering, judging, awards, and release.
- Display all entries in a creative manner. Superintendents will make every effort to see that all awards are placed so that the item as well as the Exhibitor's name is clearly visible to Fairgoers.
- See that the exhibit area is set up and decorated prior to the Opening Day of Fair.
- Perform a pre-Fair safety walk through your entire department (use the checklist). Report any concerns to the Fair Manager.
- Attend Superintendent's Meetings held in April and July of each year. The date for 2023 is Wednesday, July 12, at 6:00 PM in the Community Events Building.

### DURING THE FAIR

- Secure volunteers to be on duty each day while the Fair is open. A list of your volunteers will be turned in to the Fair Office by Monday prior to the Fair's opening.
  - It is **mandatory** that someone be on duty in your department **all hours** the Fair is open.
  - The host/volunteer on duty must wear a nametag and/or identification that identifies them as the Superintendent or Host of that department.
  - The Host/volunteer is there to answer questions the public may have about the department, as well as to look after the department and the security of exhibits. Please keep visiting among Hosts to a minimum so the public feels welcome to ask questions. Instruct your volunteers to welcome Fairgoers as they enter the department and to let Fairgoers know they are available to answer any questions they may have.

## **RESPONSIBILITIES & DUTIES OF DEPARTMENT SUPERINTENDENTS (cont.)**

- All volunteers must sign in on the Volunteer Tracking Sheet to record, as a minimum, the names of volunteers and number of hours worked. Turn forms into the Fair Office at the conclusion of Fair.
- Present a fresh, clean appearance of the department at all times during the days of Fair.
- **Do not** allow any exhibits to be removed from your department before 7:00 PM on Sunday, the last day of the Fair. The only exception to this rule is the livestock animals that may be part of the split show.
- Pick up ribbons from the Fair Office. Return extra ribbons to the Fair Office as soon as ribbons have been distributed to entries. Please keep the ribbons that are not used in the best condition possible, as they will be saved and used in next year's Fair.
- Be sure entry tags and ribbons are fastened securely to each entry/exhibit.
- If you collect entry fees, be sure to turn these into the Fair Office with appropriate information (attach to Manual Online Entry Form whenever possible).

### **AFTER THE FAIR**

- Be present to give the exhibits back to their rightful owners on your Release Day. Plan for this in advance. **This is very important;** our Exhibitors have entrusted their valuables to us during our Fair.
- Report to the Fair Office, in writing, any winner results for publication in the media. This must be done no later than the Monday following the Fair.
- Be responsible for ensuring that all exhibits, equipment, and supplies are removed from the building and returned to their proper place. Ask your Fair Manager or office staff where to take unclaimed items. See that the building and grounds of your department is thoroughly cleaned before leaving.
- Provide an updated job description each year after the Fair to the Fair Office. Make suggestions to the Fair Manager or include with your Exhibitor Handbook revisions. Involve others from your department; ask for their ideas and suggestions.
- Turn in the Volunteer Tracking sheets. This list of volunteers and hours worked is critical as we prepare to submit our Department of Agriculture grant for next year's Fair.
- Please be sure to return unused ribbons and tickets to the Fair Office.

### **YEAR ROUND (Optional yet highly recommended)**

- Attend monthly Fair Association Meetings, which are held the 2<sup>nd</sup> Tuesday of each month in the Historical Building at the Fairgrounds. This allows Superintendents to remain current on the Fair and allows the Superintendent to provide monthly reports on their department.
- Attend WSFA Super School Meetings held in March or April each year. Location has generally changed each year.
- Attend judging or training seminars as they come up.
- Encourage your volunteers to attend the Volunteer Appreciation Dinner held annually.
- Keep the Fair Office informed of any address, phone number, email, or name changes so we can maintain contact with you.

# RESPONSIBILITIES & DUTIES OF DEPARTMENT SUPERINTENDENTS (cont.)

## SUPERINTENDENTS TIMELINE

<b>SEPTEMBER</b>	Revised Department Superintendent Job Description to Fair Office
<b>OCTOBER</b>	Plan/contact your department's judges for next year's Fair Prepare ribbon order for next Fair Review your department Exhibitor's Handbook section and prepare revisions
<b>NOVEMBER</b>	Judge requests due Ribbon requests due Exhibitor's Handbook changes due
<b>FEBRUARY</b>	Do a walkthrough of your department and submit maintenance requests and projects no later than February 28
<b>MAY</b>	Order supplies for current year's fair; submit your request for approval from Fair Manager by May 1 <sup>st</sup>
<b>JULY</b>	Submit requests for admission and parking passes for volunteers by July 14 Turn in volunteer list of names to Fair Office by July 14 Attend Superintendents Meeting on July 12, 2023, in the Community Events Building
<b>AUGUST</b>	Set up your department Fair week: August 15-20, 2023