



4-H Leader Communications



A message from the Kings County UC Cooperative Extension Office

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The Kings County 4-H Council is looking for one or more 4-H leaders to serve in the role of Indoor Exhibits Manager for this year's 4-H fair. An outline of responsibilities and tasks is listed below. Please note this job could be shared by a team of individuals. If you are interested or would like to recommend someone, please contact Denise Cuendett at: dhcuendett@ucdavis.edu
582-3211 ext 2730

Kings County 4-H Fair Indoor Exhibits Manager

The role of the Indoor Exhibits Manager is a coordinating one to facilitate the smooth functioning of the building. There are seven major components of the building outlined below. The details and timeline are listed on the following page. Some of the early tasks have already been completed. Basically the manager(s) would need to be available all day on Thursday, May 10 and parts of Friday and Saturday.

	Task	Role of Indoor Exhibits Manager
1.	Entry Table at the front door	Recruit club to host table, gather materials, training and support during the event.
2.	Awards Table	Recruit club to host, gather materials, training and support during the event.
3.	Club Tables	Communicate with club leaders on number of tables needed. Place tables on Thursday morning.
4.	Best of Show Display Table	Recruit person(s) to prepare the display and be sure it happens at the end of Thursday's judging.
5.	Release of Exhibits and Clean-up	Be in the building on Saturday afternoon.
6.	Home Economics Exhibits	Recruit & support the Department Chair and committee.
7.	General/Photography Exhibits	Recruit & support the Department Chair and committee.

These pieces need to work collaboratively to keep everything working together.

Since the first five span across all exhibits, they are the responsibility of the Indoor Exhibits Manager to be sure that the facilities are ready for the club tables that the entry and awards tables are staffed and functioning and the displays are set up after judging. The manager also secures, with the help of the Facilities Manager, the necessary tables for the departments.

	TASK	WHO	WHEN
1.	Ask previous year's managers and department heads if they wish to serve this year	4-H Fair Manager & Exhibits Managers	Winter
2.	Review rules and policies in fair book and entry forms. Prepare any recommendations needed for 4-H Council meeting. Review awards list.	Managers, Department Heads and committee members	At January planning meeting
3.	Recruit chairpersons and committees for various departments	Indoor Exhibits Manager; Livestock Exhibits Manager; Small Animals Exhibits Manager	January/February
4.	Recruit clubs to host the entry and awards tables during indoor judging	Indoor Exhibits Manager	January/February
5.	Communicate with club leaders about indoor set up	Indoor Exhibits Manager	April
6.	Gather materials needed for Indoor Exhibits	Indoor Exhibits Manager	Week of fair
7.	Arrive at fairgrounds on Thursday morning for club table set up. Make sure all tables and chairs are delivered and that Dairy Women's building is ready for concession stand.	Facilities Manager & Indoor Exhibits Manager	Thursday morning
8.	Arrange tables for clubs. Label club tables as needed.	Indoor Exhibits Manager	Thursday morning
9.	Set aside tables for indoor judging to be arranged by dept. head later.	Indoor Exhibits Manager	Thursday morning
10.	Prepare tables for indoor judging	Indoor Exhibits Manager & Indoor Department Heads	Thursday afternoon
11.	Prepare entry table and awards table for indoor judging	Indoor Exhibits Manager and committee	Thursday afternoon
12.	Conduct indoor judging	Indoor Exhibits Manager & Indoor Department Heads	Thursday afternoon & evening
13.	Collect results of indoor judging, select overall winners and display top exhibits	Indoor Exhibits Manager & Indoor Department Heads	Thursday evening
14.	Prepare and post sign for overall indoor winners at display	Indoor Exhibits Manager	Friday
15.	Open indoor exhibits building for viewing and provide supervision for building	Indoor Exhibits Manager	Friday & Saturday
16.	Provide award lists to Awards Chair and All Stars	Exhibits Manager	Saturday afternoon
17.	Open indoor exhibits building	Indoor Exhibits Manager	Immediately following awards
18.	Collect any unclaimed items at appointed closing hour for building	Indoor Exhibits Manager	Saturday afternoon
19.	Be sure all areas are clean	All department heads and managers	Saturday afternoon
20.	Go home and put your feet up	Everyone	Saturday night
21.	Bring all binders and materials to office	All Managers	Week after fair
22.	Make any recommendations for changes in fair book or other materials	Fair Book Editor and others	Week after fair