**Clover County Fair**

Superintendent Check List- General Projects

* Organize your helpers, and have each person accept responsibilities. If you have conflicts, please contact someone on the committee so we aren’t short of help.
* Be ready to enter exhibits from 10:00 am to 12 noon on Wednesday, July 15th. Arrive early to be sure that your department’s set-up is to your liking.
* All 4-H projects will be judged consultatively. If your department includes a 4-H project area, please have 4-H’ers check themselves in and sign up for a judging time.
* When the judge arrives,
1. Welcome them and introduce yourself and any other superintendents.
2. Have them fill out the expense sheet & turn it in to the fair office. We want to be able to pay them before they leave.
* The Clover County 4-H Ambassadors will be serving lunch to all judges and superintendents at 12 noon on Wednesday, July 15th as a thank you for your time and leadership.
* **Judging begins at 1:00 pm. Please begin judging on time!**
* Refer to the fair book for your division guidelines and rules should questions arise.
* Assist the judge, but do not converse about the exhibits. It is your responsibility to ensure that the judges are following our rules as stated in our fair book.
* If your department includes a 4-H project area, send the written comment/score sheet with the 4-H member.
* **Mark the placing correctly on the entry tag and results sheet**. For 4-H exhibits, if the exhibit receives a blue, and is of state fair quality, place a “selected for State Fair” sticker on the entry tag (in project areas that are eligible for State Fair). Below are the correct ribbon abbreviations:

**OPEN CLASS DIVISION 4-H DIVISION**

GC- Grand Champion GC- Grand Champion

RGC- Reserve Grand Champion RGC- Reserve Grand Champion

1st P- Purple (State Fair quality)

2nd B- Blue R-Red W- White 3rd CB- Cloverbud (5 & 6 year olds)

* When judging is complete, place ribbons on exhibits. **Leave entry tags on exhibits, but turn in final results & superintendent notebook to the Fair Office.**
* Arrange exhibits for public display. Consider organizing by type of exhibit, ribbon placing, etc.
* Arrange for committee members to check area periodically each day during the fair to tidy up or replace lost ribbons, etc.
* Exhibits will be released from 1:00-2:00 pm on Sunday, July 19th. Please be at exhibit area to assist exhibitors.
* ***MOST IMPORTANTLY, SMILE! Fair should be a fun, educational experience & an opportunity for learning. We hope you enjoy the Clover County Fair!***

**THANK YOU!**