



September 30, 2016

Dear Volunteer:

Thank you for your willingness to assist with the 2016 Fairfield County Junior Fair! If you are from a club requesting a booth in the 4-H Display Barn, please find the enclosed map. The theme for the year is "**A World of Clovers**", so you can develop your booth around that theme! Booth sizes were assigned based on the number of projects each club has, so if you have more projects, you should have more space. If you only have a few projects, you will have a smaller booth. You will want to check the map to be sure of the dimensions for your booth (and the center booths have 8 foot high sides this year) Please note there is a special area in the display barn for all state fair clothing participants - so these projects will not be displayed in the club's booth. If you have any questions, please feel free to call.

If you are interested in seeing the booth score sheet, you may find it in the advisors Red Book in the October Section or online at <http://fairfield.osu.edu/program-areas/4-h-youth-development/advisor-red-book>. A reminder that **STAPLE GUNS ARE NOT PERMITTED TO BE USED ON THE PEG BOARD UNLESS YOU REMOVE THE STAPLES AT THE CONCLUSION OF THE FAIR!!!** Suggestions of items that can be used are fishing line, hooks, yellow (not blue) gummy tack, clothesline, clothespins, or a cardboard backing with items stapled to the cardboard. Set-up dates are October 7<sup>th</sup> & 8<sup>th</sup> from 1:00 – 7:00 p.m. Please remember that if items are valuable (including trophies and rosettes), they should not be placed in the booth. A picture of the display is acceptable for youth to display projects and receive premiums. This year we will provide panels to put in front of the booths to help protect items in the booth.

Thank you in advance to the many of you who have signed up to help with assisting in the display barn. Please review the enclosed list, as some changes have been made to dates and times. We also ask you **notify the volunteers who are in your club of their respective shifts**, as they may not receive this letter. There are still a few slots that need filled. If you or someone in your club requested another time slot and did not receive it, you may want to consider checking into another time that is available. Please call the office to schedule a time if you or someone else can help! We need "all hands on deck" to provide good information to the public and to protect the hard work of our members. Last year, we had a few shifts where folks did not show up and thus the building was not covered. If you find you cannot make it, please attempt to find a replacement and as a last resort, please call the Junior Fair Office at 740-687-9072 to let us know you will not be able to make it.

Following this letter, you will find a description of duties for each job on the volunteer sheet. Please take a moment to familiarize yourself with what we are asking of volunteers. You will notice the instructions enclosed for 4-H Display Barn Guards.

UPDATE! We are again having a Donation **Pancake** Breakfast on Sunday, October 9<sup>th</sup>, 2016 from 8:00 - 10:00 a.m. (or until sold out!) in the AGmazing Agri-Center (Ed Sands/Farm Bureau Building). Did I say pancakes? Gluten free options will be available this year. Anyone may come to give a donation and enjoy a great breakfast! Proceeds from the breakfast will go towards the Fairfield County 4-H Endowment Fund.

If you have questions prior to fair, please contact the Extension Office at 740-652-7260. From Sunday, October 9<sup>th</sup> through Saturday, October 15<sup>th</sup> all Junior Fair and 4-H related questions will be handled in the OSU Extension / Junior Fair Office at 740-687-9072. (We will not have access to email during that time).

Thanks for your help and dedication! I look forward to working with you and making the Junior Fair another success!

Sincerely,

Leslie S. Cooksey  
Extension Educator  
4-H Youth Development

Enclosures: Display Barn Volunteers, Display Barn Map, Jr Fair Volunteer Schedule, & Job Descriptions

## Junior Fair Volunteer Job Descriptions

**DISPLAY BARN GUARD:** Provides information on 4-H to building visitors and ensures the safety of the exhibits. At the start of the shift, please sign-in at the Volunteer Station at the Broad Street (New Door) entrance area. This year the Garage Door will be kept shut to help with the dust on the projects. You will find badges to wear to identify yourself to the public. You are welcome to sit at the station but also please be sure to make several trips around the building to make sure things are in place.

Please be sure no one removes any exhibits AND there is absolutely NO SMOKING in the building (this is a big one) – please help remind folks of this rule. If a staff member is not present at the 9:00 p.m. closing time (or 6:00 p.m. on Sunday & Saturday) for the building, volunteers working the final shift of the day should close the doors of the building and someone will come by later to lock up.

**JUNIOR FAIR OFFICE ASSISTANT:** Assists with the operation of the OSU Extension Junior Fair Office (in the Feeder Creek Vet Show Arena). Duties typically include helping with Showmanship sign-ups, answering questions, and helping with clerical tasks. Volunteers working these shifts will receive instruction from the OSU Extension employee covering the office at that time.

**JUDGE'S ASSISTANT:** These individuals work to help move the shows along as smoothly as possible. You should report to the superintendent in charge (*check the fair book or ask in the Junior Fair Office if you are not sure who this is*) prior to the start of the show to help setup and determine what you will be doing. Duties may include: recording grades, helping with picture lines, passing out ribbons, announcing, assisting in the barns, filling out paperwork, etc.

**WEIGH-IN ASSISTANT:** Check with the superintendent in charge prior the weigh-in. You will most likely be helping with recording, lining exhibitors & animals up, or other paperwork.

**PANORAMA SHOW SETUP:** Individuals are in charge of assembling the stage elements (Senior Fair will bring the wagon in) and decorating the stage. Other duties include: setting up chairs, reserving seats, lining up program participants, and tearing down following the show. You will report to the individual in charge of this event (*if you are not sure who this is, check at the Junior Fair Office*).

**SALE SETUP HELP:** Assist with setting up the sale ring gates, mulch, and chairs. With many hands, this job goes fast. You sometimes will need to be available and patient as it often takes a while to get all the needed people together to make this happen.

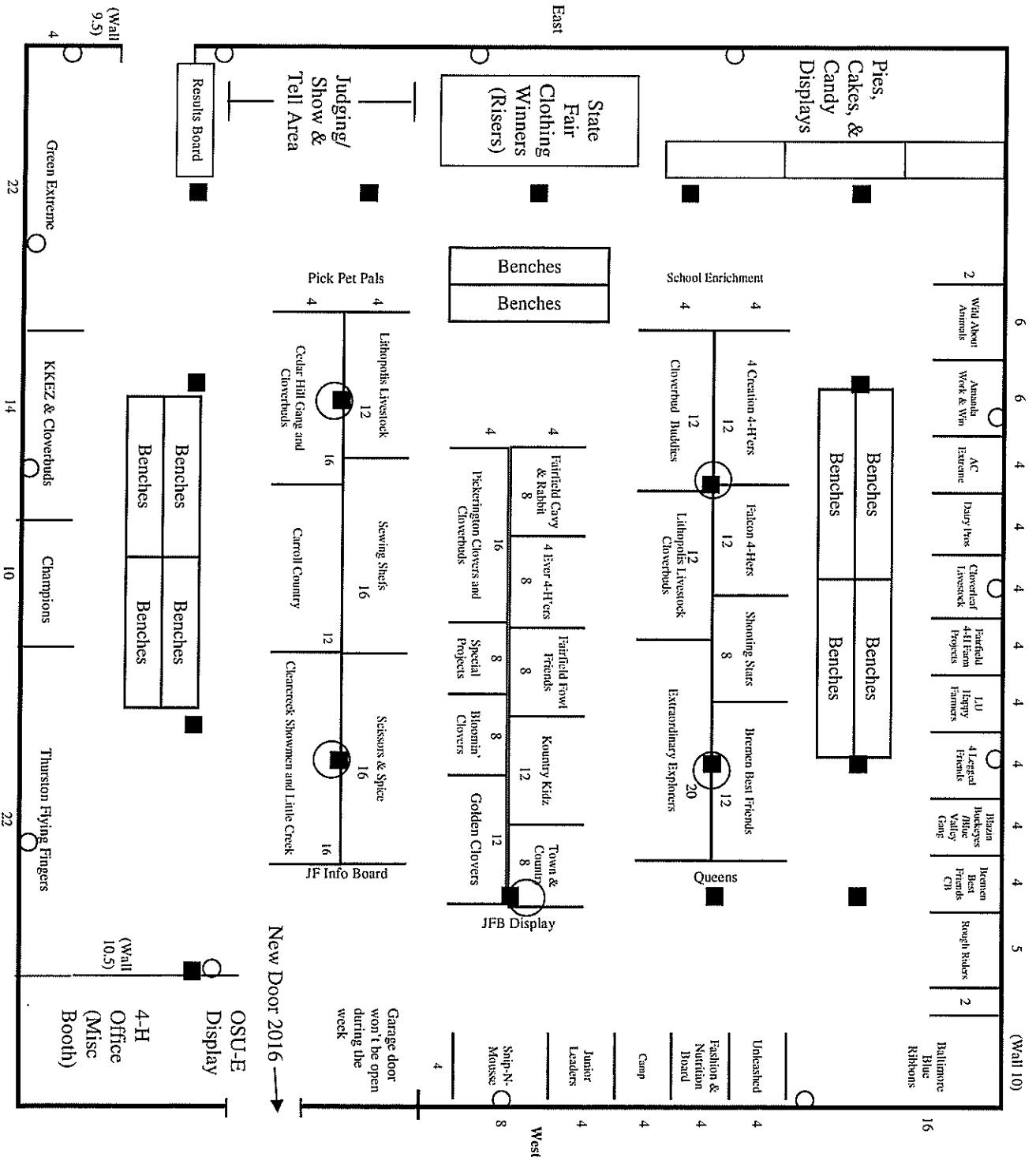
**SALE RUNNERS:** Relay information from the sale block to the data entry clerks and back. The individuals may also be called on to assist as Sale Hosts if needed.

**SALE HOSTS:** Deliver food & drinks to the buyers. Deliver pictures to the buyers.

**DISPLAY BARN SETUP ASSISTANT:** Help advisors and members find their booths. Check-in miscellaneous & crops projects.

# 2016 Theme: A World of Clovers

South



## 2016 DISPLAY BARN

### CROPS & GRAINS EXHIBITS:

All crops and grains will be exhibited in the Amazing Agri-Center (Ed Sands Barn) and not in the booths or the 4-H Display Barn. 4-H members please check these exhibits in with Extension staff or the building assistant during display barn setup times, and then place it on display in the Amazing Agri-Center. Make sure to stop by and pick up your exhibit card in the 4-H Display Barn!

### SETUP & TEAR DOWN:

#### Setup Times:

Friday, October 7 - 1 - 7 p.m.

Saturday, October 8 - 1-7 p.m.

#### Tear-Down:

Sunday, Oct. 16 - 11 a.m. - 2 p.m.

ONLY ! (Building closes at 2 p.m.)

### NO EARLY REMOVAL OF EXHIBITS or BOOTHS - NO EXCEPTIONS !

### BOOTH STYLES:

All booths on the south and west walls have 8 foot high peg-board dividers. The booths in the center and on the north wall have 4 foot peg board dividers (height of approx. 6.5 feet) Booths in the center have 4 foot peg board dividers that are 8 foot high. Note: All sizes are approximate and sizes are not to scale. PLEASE NOTE: STAPLE GUNS ARE ONLY PERMITTED TO BE USED IF STAPLES ARE REMOVED AT THE END OF THE FAIR! THANKS!

### DISPLAY BARN GUARDS:

Notice you have a guard station near the Broad Street entrance where you can sign-in, pick-up a badge, and meet your other guard (s). Please be sure to return the badges when you are done. Thanks! If you cannot make your shift, please call 740-687-9072.

## 2016 Display Barn Guards

Please make sure to tell those members in your club the dates & times they are signed up as they may not receive this letter!  
 If you or someone else is interested in signing up for an additional spot, let the office (740-652-7260) know! Our goal for 2016 is to  
 have 4 people per shift and to be more spread out in the building to help deter touching/theft of projects.  
 (And if you can no longer assist, notify the office of that, too!)

	9:00 a.m. - 12:00 p.m.	12:00 p.m. - 3:00 p.m.	3:00 p.m. - 6:00 p.m.	6:00 p.m. - 9:00 p.m.
SUNDAY October 9, 2016	Angie Kaper Cherie Dickey <b>2 people needed</b>	Loretta Sweeney Amanda/Olivia Schmelzer Angie/Alyssa Ritchey	Sheila Burns Betsy Loy	<del>Display Barn Closed</del>
MONDAY October 10, 2016	Extraordinary Explorers Lisa Sharp Leah Zuck	Rough Riders (3) Kim Nevers	Kay Williamson Bill & Jan Yapple <b>1 person needed</b>	Baltimore Blue Ribbons
TUESDAY October 11, 2016	Tammy Schrock Megan Terry Kerry Young Diane Sommers	Milea Quaintance Raychel Duncan <b>2 people needed</b>	Loriann Hamilton <b>3 people needed</b>	Shauna Kunkler <b>3 people needed</b>
WEDNESDAY October 12, 2016	Angela Krile Ryan Kilbarger <b>2 people needed</b>	Katie Williamson Kay Williamson <b>2 people needed</b>	Clearcreek Showmen	Daniel Tooill <b>3 people needed</b>
THURSDAY October 13, 2016	Beth Warthman Sherry Kilbarger <b>2 people needed</b>	Jenny Keiser Stacy & Mikayla Hicks Karen Dannemiller	Bill & Jan Yapple Melissa Potts Lori Buchwalter	Stacy & Mikayla Hicks <b>2 people needed</b>
FRIDAY October 14, 2016	Cindy Gillfen Bremen Best Friends Justin Marteney	Katie Williamson Kay Williamson Bill & Jan Yapple	Baltimore Blue Ribbons Sherry Kilbarger	Laura Wall Hugh Mackinnon <b>2 people needed</b>
SATURDAY October 15, 2016	Sheila Burns <b>3 people needed</b>	Baltimore Blue Ribbons Brenda Stepp	Laura Wall Barb Lamp <b>2 people needed</b>	<del>Display Barn Closed!</del>