

JUDGE'S EXPECTATIONS OF COUNTY FAIR STAFF

When you are asked to judge a county fair, here is a checklist of what you can expect from the county Extension office or county fair staff:

- Make several contacts with you before judging: invite you to judge, send a contract, send a fair book and other information, and brief you before judging begins.
- Notify you of dates, hours, place, time to arrive, what to judge, how judging is done, what grade groupings and placings are used, and what's expected for state fair exhibits and county merit awards.
- Tell you what training and resources the exhibitors have had in the project area in the past year.
- If you're not familiar with 4-H, send you copies of information on the county 4-H program.
- Indicate whom you should contact for more information or support before and during the fair.
- Send you courtesy badges or other entry requirements that you may need to enter the fairgrounds.
- Have enough time or enough judges so you can do a good job.
- Have enough staff and volunteer help so you can do a good job in the time allotted.
- Have an efficient judging schedule and organization worked out in advance. Have area arranged and ready for judging when you arrive.
- Provide a comfortable place to judge, with good light, sufficient table space, necessary equipment (e.g., CD player) and refreshments.
- Classify and arrange exhibits, keep records, attach ribbons, and display exhibits.
- If judging check sheets are going to be used, send you a copy ahead of time for your information. Assist with the writing of comments on the check sheets. The superintendent or other fair employees, however, should not offer advice or suggestions to you on the merits of exhibits. Some county fairs also say that they may not enter items in the department in which they are working.
- Support you if problems arise. The superintendent should report any irregularities or matters that need immediate consideration to the fair secretary.
- Maintain open communication with you throughout the day. Thank you for your time and effort when judging day is done.
- Pay you fairly and promptly.