SUPERINTENDENT’S CHECK LIST

_____ I have made contact with my teen superintendents and helpers.

_____ I have explained judging procedures, assigned responsibilities to all teen superintendents and persons who will be helping in my area.

_____ My exhibit area is cleaned and ready for judging day. I have a definite plan for judging set-up and procedures.

_____ I have my needed supplies such as evaluation sheets, felt markers, name cards for exhibits, etc.

_____ I have obtained ribbons from the Fair Office and checked to see that all needed ribbons are included.

_____ My helpers and I are wearing name tags or buttons.

_____ I have checked with my judges and arranged for their meal at the Lions Den if applicable. (Livestock only)

_____ I will or I will ask someone to accompany the judges to receive their checks (livestock only).

_____ I have obtained the correct number of Best of Show ribbons and placed them on the project and returned the forms to the 4-H office in the 4-H indoor exhibit building for reporting and publicity. I have also returned extra ribbons to the Fair Board.

_____ I have arranged with the General Superintendent the times I will be in the exhibit areas during Fair Week and who will be supervising the project area in my absence.

_____ I have made every effort possible to see that exhibits are clearly identified and attractively displayed. I have returned “extra” supplies to the 4-H Office in the 4-H indoor building.

_____ I have completed the judge’s books, including media sheets, and returned them to the 4-H office in the 4-H indoor exhibit building.

_____ I have expressed appreciation to all my helpers.

_____ I have completed and returned the Teen Superintendent’s Evaluation Form to the General Superintendent or the Extension 4-H Office.

_____ I have completed and returned to my General Superintendent or to the Extension 4-H Office the Fair Evaluation form.

_____ I have reviewed the related fair book pages, given written corrections, and suggested specific changes to 4-H staff.

_____ I will relax, rest a moment and give myself a pat on the back from the 4-H staff, parents and members!

c:SuptCheckList 7/2010