

FAIR PREPARATION CHECK LIST

BEFORE FAIR & PRE-FAIR	FAIR & AFTER FAIR
<input type="checkbox"/> Read all mailings, newsletters, e-mails, and any other communications from the Extension office.	<input type="checkbox"/> During Fair, be sure to check out all of the Exhibits in the 4-H Building and Exhibit Hall.
<input type="checkbox"/> Get manuals, record sheets, and 4-H Info Book from the Extension office.	<input type="checkbox"/> See what projects you may want to take next year and get ideas!
<input type="checkbox"/> Attend club meetings to learn expectations from club leaders	<input type="checkbox"/> Visit the various activities and vendors at the 4-H Fair.
<input type="checkbox"/> Complete necessary paperwork for project (record sheet, manual, etc.)	<input type="checkbox"/> If you show livestock, make sure you check your animals in at the right time.
<input type="checkbox"/> Livestock exhibitors, please visit https://bit.ly/4lXJ4sf for specifics for your species about dates and deadlines regarding weigh-in/tag day(s), pen assignments, and animal enrollment.	<input type="checkbox"/> Take care of your animals during the Fair! Make sure they have plenty of water to stay cool.
<input type="checkbox"/> Enter projects into FairEntry (both livestock and non-livestock)	<input type="checkbox"/> Attend the 4-H Awards Night on Sunday, July 12 th at 6:00 pm in the 4-H Building.
<input type="checkbox"/> Continue working on projects until completed. For guidelines and rules, see 4-H Info Book.	<input type="checkbox"/> All livestock will check-out starting at 6:00 am on Wednesday, July 15 th . All livestock animals must be off the property by 12:00 pm on Wednesday, July 15 th .
<input type="checkbox"/> Pick up poster board and poster sleeves at the Extension Office for your projects.	<input type="checkbox"/> Pick up your indoor projects during project check-out on Wednesday, July 15 th from 11:30 am – 12:30 pm.
<input type="checkbox"/> Stop by the Extension Office during the week of June 29 th – July 6 th (excluding the weekend) to pick up your exhibit tags to put on your projects.	<input type="checkbox"/> If your indoor project is selected to go to State Fair, please stop by the State Fair station (located in the Extension office) with the Extension office staff on Wednesday, July 15 th during project check-out.
<input type="checkbox"/> Receive project completion card from 4-H Club Leaders by showing your completed Green Record book with signed project record sheets.	<input type="checkbox"/> Rest, relax, and prepare for next year!
<input type="checkbox"/> Prepare for project check-in and judging (project completion card, projects, exhibit tags and skills cards if required)	
<input type="checkbox"/> Show up with signed project completion card, projects, skills cards as required, and exhibit tags on the day of judging.	
<input type="checkbox"/> Check in on the day your projects are to be turned in! See other handouts in this packet for more details.	
<input type="checkbox"/> Make sure your exhibit tags are in the bottom, right hand corner of your exhibits. One tag per exhibit.	
<input type="checkbox"/> Plan on talking with the judge about your project. This will help both you and the judge!	
<input type="checkbox"/> Once judged, leave your project with that station and head to the next one.	

This list is to be used as a starting point for you. We realize that you may have more steps or less steps to complete.
Please call the Extension Office with any questions (765)364-6363.