

## North East Community Fair – Volunteer Duties

Monday is set-up. Scout Troop 82 lays the floor covering and gets all the tables out of the trailers and set-up in the gym. We can always use extra hands with set-up, but it is lots of lifting and walking so judge accordingly whether you want to help on this night - or maybe you have children/grandchildren/husband you'd like to get involved.

**Tuesday - 6pm** - chairpersons come in and get their tables, cabinets and departments ready for entries. Cleaning is involved. All supplies will be provided.

**Wednesday – 9am - 7pm** – placement of entries. It works best if someone is in the department throughout the day. 1. To keep entries organized. 2. To make sure all entries have been properly registered and tagged.

For Models and Collections – you will open the cabinets and show entrants where to put their entries. (Dept. Chair will reserve spaces.)

**Wed. 7pm till done** – check in entries. You will have the registration book and you need to check the entries against what has been recorded in the book. Place the entries so they are in the same order as in the Fair Book.

**Thursday – 8 am.** Judging - IF YOU ARE ABLE AND WILLING, it is a great help if a person from the department can be there for judging. If there are any questions or problems, you will know about them and can help the judges sort through it. The judges should generally write a note on the back of the tag if they disqualify an entry or have a comment (either good or bad).

**Thurs. 11 am** - This is a step that really helps make the fair look professional. If you can come in as soon after judging as possible, it looks great if the department can be re-organized. Often times during judging the entries just get put back on tables haphazardly. Winning entries are to be put out front and the tags are opened up so people can see who the winners are. You are also double checking to make sure ribbons got tied onto each winning entry and that the winners were recorded correctly in the registration book. This doesn't take long and if you are there for the judging, you can do this as soon as your judges are done. Some departments are judged quickly (within 1 or 2 hours)

**Thursday & Friday afternoons** – This is a very busy time, because school children attend an assembly in the high school auditorium and visit the Fair before and after that event. We need as many people to monitor exhibits as possible. Friday evening is busy; Thursday, less so.

**Saturday - 3:00 pm – 5pm.** Entries can be removed at 4pm. We like to have the chairpersons in their area to make sure people are only taking their items. We ask you to be here by 3:00, because often the exhibitors come in early to look everything over and then you are available to answer any questions or concerns the exhibitors might have (it's great PR). If someone hasn't

picked up their items by 4:45pm, you should call them. Our auction for donated items begins at 5pm.

In addition to the above items that relate to actual fair operations; our registration coordinator could also use help (if you are proficient on computers/data entry) getting registered items on our computer software. Gerri is also our Volunteer Coordinator, her contact information is below.

Hope this helps - don't hesitate to call with any questions. And most importantly - THANK YOU FOR VOLUNTEERING!!

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