

Exhibit Building 4-H Club Schedule and Responsibilities

****Please Share with Club Parents****

Saturday, July 20, 2019	9:00 a.m. - 2:00 p.m.	Exhibit building open to set up club booth
Sunday, July 21, 2019	9:00 a.m. - 6:00 p.m.	Exhibit Building open to finish club booth setup before, during and after judging
Sunday, July 21, 2019	Beginning at 1:00 p.m. Ending at 5:30 p.m.	Still (non-animal) projects will be judged in the Open Show Pavilion Building B. SEE ADDITIONAL SHEET: Clubs must provide AT LEAST one full day or AT LEAST 2 half day clerks or runners.
Monday, July 22, 2019	6:00 p.m.	Club Booth Judging begins in Exhibit Building "A". Exhibit area will be closed to public during judging.

Helping Youth Members Prepare for Judging Day

Remind youth that we do face-to-face judging so judges in each project area will be asking them questions about how they completed their projects. This process helps them build public speaking skills, so practice is a helpful tool.

- 1. Exhibit tags are used to process premium checks. We will pre-print tags with entered classes, make sure all exhibit tags have the exhibitor number and correct class numbers (matching their pre-registered class number) on them.**
 - Be sure an exhibit tag for each exhibit is **attached** to the project and remains with the exhibit.
 - When kids walk up to the judge with their project on judging day, the judge will rate the project, then the clerk will mark one A-B-C* directly on exhibit tag and in their judges book then they will remove one copy of the form to keep with the judging records. The clerk will give the youth a ribbon and their project and remaining tag back when they are done.
 - A list of 4-H members and exhibitors numbers will be available at the show office if you need to double check or if someone forgets their number.
 - * **Cloverbud exhibitors (5-7 years old by Jan 1 of this year) receive the Cloverbud Ribbons along with helpful comments from the judge.**
- 2. Projects should be moved to your club booth in the exhibit building after they have been judged. (In case of inclement weather, come prepared with umbrellas, plastic bags, etc. to move projects safely from the pavilion to the exhibit building.)**
 - **Judges, throughout the judging day, may choose to hold projects as "possible honor projects." At the end of the judging day, a review of those projects held for possible honors will occur and from those, Honors and Best of Show decisions will be selected.** (Not all projects held throughout the day will be given honor status.)
 - Best of Show awards can only be given if a project has first received an Honor status and an Honor status can only occur if the project has first received an "A" rating.
 - Projects held throughout the day will be returned to the various club booths by runner volunteers.
- 3. Honors and Best of Show winners along with other special awards will be announced by 4-H Ambassador teens at the awards program on Wednesday, July 24, beginning at 4:00 p.m. in the large Tent south of 'A'.**

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4. General (or specific for some areas) evaluation forms for projects will be available at the judge's table for members who would like the judge to complete one. Encourage your members to use these forms to assist Judges in making comments and suggestions.
5. **Make sure all of your club's exhibits have been judged or final projects are close to being judged by 5:15 PM SUNDAY.**
6. Leaders & Parents: Ask members how they felt about the judging experience. Help them learn from the judge's comments and suggestions. Help them understand that the judging is not personal, all judges have different personalities and perspectives, and that no one gets top awards all the time. The important thing is that the members are learning new skills.
7. Food exhibits should not be left in club booths as they will spoil. We suggest you take a photo of the food and leave that on the plate/table all week.

THROUGHOUT SHOW WEEK

1. To keep Exhibit Building A nice all week for visitors as well as your displays attractive, each club is responsible for several tasks each day throughout the week. Have someone from your club:
 - a. Check in at the 4-H office for spot assistance in the building.
 - b. Pick up trash and sweep around the club's display area and sweep aisles and eating areas.
 - c. Water potted plants and cut flowers – keep a dish under pots to catch extra water!
 - d. Throw away any spoiled food or vegetable displays (exhibit tags from these items should be left in the display. (Feel free to take a photo of your project before it spoils and place the photo where the food item originally was displayed.)
 - e. Make sure the club exhibit is solidly constructed/secured and is not falling apart throughout the week, i.e., table skirting, decorations, name tags.
3. Each club will be responsible for the primary security of their projects during the hours that the Exhibit Building is open. Additional teen guards will assist at some times during the week. At night the building will be locked. Clubs may choose to pool together to share this responsibility. (**NOTE:** if you are concerned about leaving a valuable project on display, plan to bring a nice color photo of the project to leave on display).
4. **EXHIBITS WILL NOT BE RELEASED UNTIL SATURDAY MORNING Exhibits must remain on display until Saturday, July 27 at 8:00 a.m.** Please be sure that they are **NOT** removed before that time. **Anyone removing their exhibit prior to this time may be subject to forfeiture of their premiums.**

SATURDAY OF SHOW WEEK

1. Removal of exhibits. **Exhibit removal is Saturday, July 27, from 8 to 9:00 a.m.** Each club needs adult representative to monitor project release from their own club and to be responsible for continued “club safe place” location for their own club left over exhibits.
2. Club booth teardown. **Club booths are to be disassembled, Saturday, July 27 from 9 to 10 a.m.** Be sure all materials are removed and the floor swept (this includes peg board and tables). Tables must be placed on pallets, so adult and teen assistance is helpful!
4. Grounds & building clean-up. **Beginning at 8:00 a.m., July 27** clubs and independent participants **are required** to have parents and members at the Farm Council Grounds to help clean up. There is some heavy lifting involved so it is very helpful to have as many adults as possible available for clean-up.