



## Livestock Superintendent Time Line

### Specific Task Sheet

#### **6 Months to 1 Year Ahead**

- Confirm that you will be the superintendent.
- Confirm the show dates, dates animals can arrive and be released.
- Confirm barn space for your species.
- Complete all rule changes for the fair book and proofread and submit to the office.
- Clarify with the office how much, how and when the judge will be paid.
- Hire a judge and notify the office so they can confirm by mail in advance.
- Become familiar with the 4-H and fair policies and procedures. Be sure you understand who is in charge of what. Discuss how various problems will be handled during the event; i.e: sick animals, youth who are in violation of the rules, etc.
- Fill out fair ribbon inventory at conclusion of fair and give to the 4-H office.

#### **3 to 6 Months Ahead**

- Check with the 4-H office regarding your trophy & ribbon order.
- The 4-H Office will order the ribbons and trophies, show numbers, scorecards, and other items needed for the show.
- Contact your helpers and get them committed to helping you.

#### **6 Weeks Ahead Check with the Office**

##### ***They will:***

- Send a copy of the rules and judging guidelines to the judges while reconfirming their assignment as a judge. They will include a map to the show grounds and a parking pass. The judge can meet you one-half hour before the show for a briefing at the show ring.
- Advise the office of any needs of the judge, the office will confirm and take care of these needs.

##### ***You will need to:***

- Visit the show grounds and check out your area. Let the office know of any needs immediately, so we can be prepared on clean-up day.



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- The office will receive exhibitor entries and will be making up the show record keeping books for you. When you get your book, check through for errors and missing paperwork from exhibitors.

**Show Week:**

- Check the barn area. Assign pens or stall areas and label the areas or pens.
- Be there before the participants and animals arrive.
- Facilitate the vet checking the animals prior to unloading for general health.
- Be available to the exhibitors as they arrive and settle in. Answer questions and facilitate a smooth arrival.
- Check the health and registration papers of animals entered.
- Make sure the show books are ready for the show.
- Post a show schedule and other important information in an area convenient to the exhibitors.
- Hold an exhibitors meeting after all of the youth participants have arrive on the grounds; this is a good time to communicate schedules and expectations.

**Show Day:**

- Make sure everyone knows the show schedule. Posting the schedule prior to show day is a good idea.
- See that the show facility, PA, ribbons, etc. are ready and at the ring.
- Make sure all exhibitors have their numbers.
- Meet with the hudge prior to the start of the show. Fill the judge in on any "special" circumstances regarding the participants or their animals. Clear up any questions the judge might have concerning the rules the fair sent prior to the show.
- Have an announcer for the show. Introduce the judge to the exhibitors and spectators before the show starts. Educate the public throughout the show. It is important to draw fairgoers to the ring and explain what is happening.
- Have a ringmaster to assist the judge in the ring.
- Supervise the show to keep exhibitors and spectators informed, provide assistance to judges, and maintain timeliness of show.

**After the Show**

- Clean up the area around the show ring and return all of the show accessories to the secretary's booth.



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- Complete and turn in your show books as soon as possible following the show.
- Remain accessible to the exhibitors until they leave the grounds.
- Arrange for an orderly departure of exhibitors.
- Clean up the barn area after the exhibitors have left.
- Do ribbon inventory and turn in to 4-H office along with all unused ribbons and trophies.
- Review show and make suggestions for next year.
- Thank your assistants.
- Have a safe trip home.