

**Dane County Fair - Roles and Responsibility Contact List (as of November 17, 2021)**

<b>Questions Related To:</b>	<b>Responsibility/Contact</b>	<b>Phone</b>	<b>Email</b>	<b>Roles</b>
<b>4-H Projects, 4HOnline, and other items related to 4-H</b>	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Manages 4-H projects, 4HOnline, and other questions related to 4-H.
<b>4-H Exhibitor Eligibility</b>	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Reviews, confirms, and answers questions related to 4-H only exhibitor eligibility.
<b>4-H Graduation</b>	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Organizes and presents 4-H Special Awards and Graduation Honors.
<b>Admission Wristbands and Passes</b>	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages all exhibitor, youth, and adult passes and wristbands.
<b>Animal Health Papers at Check-in</b>	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Collects and submits Animal Health papers to Fair Office at the Fair.
<b>Animal Health Papers after Check-in</b>	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Collects Animal Health documents for and manages documents with DATCP.
<b>Awards - At Fair</b>	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Procurement and distribution of awards.
<b>Awards - Post Fair</b>	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Post Fair distribution of awards
<b>Clover Store, Potato Stand, and 4-H activities (Dance, Scavenger Hunt, etc.)</b>	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Manages all aspects of Clover Store, Potato Stand and 4H organized activities (dance, scavenger hunt, etc.).
<b>Club Banners</b>	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Collects and hangs 4-H Club banners at Fair and takes down club banners.
<b>Contests - Master Showman, Dress-A-Critter, Rooster Crowing, etc.</b>	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages contests with volunteers/leads - Master Showman, Dress-A-Critter, Rooster Crowing Contest, etc.
<b>Dane County Meat Animal Sale</b>	Chair: Blayne Outhouse	608-669-0105	<a href="mailto:hogwifeouthouse@gmail.com">hogwifeouthouse@gmail.com</a>	All questions related to the Dane County Meat Animal Sale can be addressed with this committee.
<b>Dane County Small Animal Market Sale</b>	Chair: Mitchell Schleicher	608-577-6566	<a href="mailto:mitchellschleicher@gmail.com">mitchellschleicher@gmail.com</a>	All questions related to the Small Animal Market Sale can be addressed to the Chair.
<b>Department Chairs/Superintendent Recruitment</b>	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Recruitment of Department Chairs/Superintendents
	General Manager/Fair Board	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	
<b>Department Suggestions</b>	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Provides suggestions for improvement on department class changes, rules, schedules, etc.
<b>Disagreements or Rule interpretation at Fair</b>	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	First point of contact for disagreements or rule interpretation and responsible for enforcing policies of the Fair. Chairs and Superintendent will work with General Manager/Fair Board as needed.
<b>Disagreements or Rule interpretation, Disciplinary Actions, etc.</b>	General Manager/Fair Board	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages disciplinary actions, accelerated disagreements, disgruntled exhibitors, rule changes and/or rule arguments with Department Chair/Superintendent and Fair Board.

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<b>Educational Training Sessions</b>	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Conducts various educational training sessions for youth and adults and posts events to 4H website for all (4H, FFA, other youth organizations) to attend.
<b>Entry Verification Pre-Fair</b>	Entries Department	608-469-2428	<a href="mailto:fair@wdexpo.com">fair@wdexpo.com</a>	Manages Fair entry verification with clubs, Chairs/Superintendents as well as stalling information to Superintendents
<b>Exhibit Displays</b>	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Manages set-up and tear down of exhibits. Responsible for housekeeping of display area.
<b>Exhibitor/Entry Exceptions/Requests Pre-Fair</b>	General Manager/Fair Board	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages/reviews requests for exceptions from the published rules with Fair Education Committee and Fair Board.
<b>Entries and FairEntry program</b>	Entries Department	608-469-2428	<a href="mailto:fair@wdexpo.com">fair@wdexpo.com</a>	Manages FairEntry online system and answers ALL questions regarding Fair entries and online FairEntry system
<b>FairEntry System Training</b>	Entries Department	608-469-2428	<a href="mailto:fair@wdexpo.com">fair@wdexpo.com</a>	Provide training/assistance with FairEntry system/tablets on-site at Fair
<b>Tablets for FairEntry</b>	Entries Department	608-469-2428	<a href="mailto:fair@wdexpo.com">fair@wdexpo.com</a>	Manages set-up, training, and distribution of tablets for FairEntry check-in and recording results.
<b>Fairest of the Fair Appearance during the Fair</b>	Fairest of the Fair	-	<a href="mailto:danecountyfairest@gmail.com">danecountyfairest@gmail.com</a>	Contact for all appearance requests - form located on danecountyfair.com
<b>Financials (Entries, Admission, Premiums, Judges payment, vendors, etc.)</b>	General Manager/Fair Board	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages all financial items for the Fair (entries, admission, premiums, vendors, etc.)
<b>Gate Staff/Management</b>	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages all gates and staff.
<b>Judge - Suggestions &amp; Invites</b>	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Invites and Contracts judges
<b>Judges Management and Form collection</b>	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Collects and answers questions on format of judging results, judge affidavits, etc.
<b>Judges Boxes and Supplies</b>	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Organizes judging boxes, ribbons, and supplies for judging day
<b>Judges Box for Check-in</b>	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Pick up Department Judges box in the Fair Office prior to check-in.
<b>Judging and Result posting</b>	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Facilitates judging, manages/records judging results in FairEntry, and submits signed Judge Affidavits to the Entries Department at the Fair.
<b>Little Britches Show</b>	Dairy Department	Refer to the Fair Premium Book for department contact information	-	Show management of Little Britches Show.
<b>Little Shepherd Show</b>	Sheep Department	Refer to the Fair Premium Book for department contact information	-	Show management of Little Shepherd Show.

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Media & Public Relations	General Manager/Fair Board	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages media relations with Fair Board.
Non-4-H Exhibitor Eligibility Education Requirements	Fair Education Sub-Committee - Contact: Rachel Meek	-	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Other Youth Organizations - Education Requirements Questions. <b>(deadline June 15, 2022)</b>
Packets (April & July) = Club/Chapter/Chair/Superintendent	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Organizes all club/chapter pre-Fair packets (April and July) with information and passes, etc.
Premium Book Change Requests	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Collects, Manages and Implements approved changes for ALL Premium Book changes/suggestions post Fair and in charge of Premium Book layout.
Premiums	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Processes and mails premiums and judges payments.
Procedure for disposal of manure and cleaning cages	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Instruct exhibitors of the proper procedure for disposal of manure and cleaning cages.
Project Check-In	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Oversee projects being checked in for your Department.
Project Check-out	General Manager/Fair Office/Entries	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages with project check out process.
	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Assists with project check out process.
Project Protectors, Small Animal Barn Protectors, and Cloverbud Evaluators	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Recruits, schedules and trains Project Protectors, Small Animal Barn Protectors, and Cloverbud Evaluators.
Projects Post Fair	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Collects projects left behind and manages distribution.
Public Health, Safety, Security concerns	General Manager/Fair Board	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages public health concerns with Fair Board.
Rockstars in the Ring Show	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Show management of Rockstars in the Ring for participants and mentors.
Send an animal home Sponsorships	General Manager/Fair Board General Manager/Fair Office	608-291-2900 608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a> <a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages requests to remove or send an animal home. Manages all sponsorship.
Stalling and Cage Assignments	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Manages stalling and cages assignments.
State Fair Projects	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Manages State Fair project paperwork, payments, collection, inventory, and transports projects to State Fair.
Vendors	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages all food and commercial vendors.
Veterinarian - check-in and walk-throughs (non-Horse & Pony)	General Manager/Fair Office	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages on-site veterinary check schedule for all species except for Horse & Pony Department; that is managed by that department.
Veterinarian - check-in and walk-throughs (Horse & Pony)	Rachel Meek	608-516-8888	-	Manages on-site veterinary check schedule for for Horse & Pony Department.

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<b>Volunteer recruitment and department mangement</b>	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Recruits volunteers, clerks, judging help, check-in and check-out help for the department. Department Chair will communicate with, coordinate, delegate, and plan input from Superintendents.
<b>Weather &amp; Safety concerns</b>	General Manager/Fair Board	608-291-2900	<a href="mailto:danecountyfair2900@gmail.com">danecountyfair2900@gmail.com</a>	Manages weather and safety concerns with Fair Board.
<b>YQCA</b>	UW-Madison Division of Extension/4-H*	608-224-3700	<a href="mailto:4Hinfo@countyofdane.com">4Hinfo@countyofdane.com</a>	Coordinate and address the YQCA questions.
<b>YQCA Program Help &amp; Certificate</b>	<a href="http://YQCA.org">YQCA.org</a>	-	-	Refer to website (YQCA.org) for YQCA questions or to request certificate.

*\*Includes 4-H Program Coordinator, support staff, 4-H Education Committees and 4-H volunteers*