

Dane County Fair - Roles and Responsibility Contact List (as of April 15, 2024)

Questions Related To:	Responsibility/Contact	Phone	Email	Roles
4-H Projects, 4HOnline, and other items related to 4-H	UW-Madison Division of Extension/4-H*	608-224-3700	4Hinfo@countyofdane.com	Manages 4-H projects, 4HOnline, and other questions related to 4-H.
4-H Exhibitor Eligibility	UW-Madison Division of Extension/4-H*	608-224-3700	4Hinfo@countyofdane.com	Reviews, confirms, and answers questions related to 4-H only exhibitor eligibility.
4-H Graduation	UW-Madison Division of Extension/4-H*	608-224-3700	4Hinfo@countyofdane.com	Organizes and presents 4-H Special Awards and Graduation Honors.
Admission Wristbands and Passes	Fair Office	608-291-2900	info@danecountyfair.com	Manages all exhibitor, youth, and adult passes and wristbands.
Animal Education Requirements	Fair Office	608-291-2900	info@danecountyfair.com	Manages education requirement process and offerings with Fair Education Committee. (deadline June 15)
Animal Health Papers at Check-in	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Collects and submits Animal Health papers to Fair Office at the Fair.
Animal Health Papers after Check-in	Fair Office	608-291-2900	info@danecountyfair.com	Collects Animal Health documents for and manages documents with DATCP.
Awards - At Fair	Fair Office	608-291-2900	info@danecountyfair.com	Procurement and distribution of awards.
Awards - Post Fair	UW-Madison Division of Extension/4-H*	608-224-3700	4Hinfo@countyofdane.com	Post Fair distribution of 4-H awards if not picked up on Sunday of Fair.
Clover Store, Potato Stand, and 4-H activities (Party, Scavenger Hunt, etc.)	UW-Madison Division of Extension/4-H*	608-224-3700	4Hinfo@countyofdane.com	Manages all aspects of Clover Store, Potato Stand and 4H organized activities (dance, scavenger hunt, etc.).
Club Banners	UW-Madison Division of Extension/4-H*	608-224-3700	4Hinfo@countyofdane.com	Collects and hangs 4-H Club banners at Fair and takes down club banners.
Contests - Master Showman, Dress-A-Critter, Rooster Crowing, etc.	Fair Office	608-291-2900	info@danecountyfair.com	Manages contests with volunteers/leads - Master Showman, Dress-A-Critter, Rooster Crowing Contest, etc.
Dane County Meat Animal Sale	Chair: Brian Straub	608-843-3382	DaneCountyMeatAnimalSale@gmail.com	All questions related to the Dane County Meat Animal Sale can be addressed with this committee.
Dane County Small Animal Market Sale	Chair: Mitchell Schleicher	608-577-6566	mitchellschleicher@gmail.com	All questions related to the Small Animal Market Sale can be addressed to the Chair.
Department Boxes and Supplies	Fair Office	608-291-2900	info@danecountyfair.com	Organizes department boxes, ribbons, and supplies for judging day.
Department Box for Check-in	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Pick up Department box in the Entries Office (Mendota 2) prior to check-in.
Department Chairs/Superintendent Recruitment	UW-Madison Division of Extension/4-H*	608-224-3700	4Hinfo@countyofdane.com	Recruitment of Department Chairs/Superintendents
	General Manager/Fair Board	608-291-2900	info@danecountyfair.com	
Department Suggestions	Chair/Superintendents/Fair Office	Refer to the Fair Premium Book for department contact information	info@danecountyfair.com	Provides suggestions for improvement on department class changes, rules, schedules, etc.
Disagreements or Rule Interpretation at Fair	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.

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Disagreements or Rule interpretation, Disciplinary Actions, etc.	General Manager/Fair Board	608-291-2900	info@danecountyfair.com	Manages disciplinary actions, accelerated disagreements, disgruntled exhibitors, rule changes and/or rule arguments with Department Chair/Superintendent and Fair Board.
Entry Verification Pre-Fair	Entries Department	608-889-0026	entries.danecountyfair@gmail.com	Manages Fair entry verification with 4-H clubs/FFA chapters/youth organizations, Chairs/Superintendents, etc.
Exhibit Displays	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.
Exhibitor/Entry Exceptions/Requests Pre-Fair	General Manager/Fair Board	608-291-2900	info@danecountyfair.com	Manages/reviews requests for exceptions from the published rules with Fair Education Committee and Fair Board.
Entries and FairEntry system	Entries Department	608-889-0026	entries.danecountyfair@gmail.com	Manages FairEntry online system and answers ALL questions regarding Fair entries and online FairEntry system
FairEntry System Training	Entries Department	608-889-0026	entries.danecountyfair@gmail.com	Provide training/assistance with FairEntry system/tablets on-site at Fair
Tablets for FairEntry	Entries Department	608-889-0026	entries.danecountyfair@gmail.com	Manages set-up, training, and distribution of tablets for FairEntry check-in and recording results.
Fairest of the Fair Appearance during the Fair	Fairest of the Fair	-	danectyfairest@gmail.com	Contact for all appearance requests - form located on danecountyfair.com
Financials (Entries, Admission, Premiums, Judges payment, vendors, etc.)	Fair Office	608-291-2900	info@danecountyfair.com	Manages all financial items for the Fair (entries, admission, premiums, vendors, etc.)
Gate Staff/Management	Fair Office	608-291-2900	info@danecountyfair.com	Manages all gates and staff.
Judge - Suggestions & Invites	Fair Office	608-291-2900	info@danecountyfair.com	Invites and Contracts judges. All judge suggestions are due by November 1.
Judges Management and Form collection	Fair Office	608-291-2900	info@danecountyfair.com	Collects and answers questions on format of judging results, judge affidavits, etc.
Judging and Result posting	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.
Little Britches Show	Dairy Department	Refer to the Fair Premium Book for department contact information	-	Show management of Little Britches Show.
Little Shepherd Show	Sheep Department	Refer to the Fair Premium Book for department contact information	-	Show management of Little Shepherd Show.
Media & Public Relations	General Manager/Fair Board	608-291-2900	info@danecountyfair.com	Manages media relations with Fair Board.
Packets (June) = Club/Chapter/Chair/Superintendent	Fair Office	608-291-2900	info@danecountyfair.com	Organizes all club/chapter pre-Fair entry tag packets and Department packets with information and wristbands, etc. for distribution in late June.

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Premium Book Change Requests	Fair Office	608-291-2900	info@danecountyfair.com	Collects, Manages, and Implements approved changes for ALL Premium Book changes/suggestions post Fair and in charge of Premium Book layout. All change requests are due by November 1 to be reviewed and voted on by the Fair Education Committee.
Premiums	Fair Office	608-291-2900	info@danecountyfair.com	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 the Department.
Project Check-out	Fair Office/Entries	608-291-2900	info@danecountyfair.com	Manages with project check out process.
	UW-Madison Division of Extension/4-H*	608-224-3700	4Hinfo@countyofdane.com	Assists with project check out process. Collects any 4-H Projects not picked up and brings back to 4-H Office.
Project Protectors, Small Animal Barn Protectors, and Cloverbud Evaluators	UW-Madison Division of Extension/4-H*	608-224-3700	4Hinfo@countyofdane.com	Recruits, schedules, and trains Project Protectors, Small Animal Barn Protectors, and Cloverbud Evaluators.
Projects (4-H) Post Fair	UW-Madison Division of Extension/4-H*	608-224-3700	4Hinfo@countyofdane.com	Collects projects left behind and manages distribution.
Public Health, Safety, Security concerns	General Manager/Fair Board	608-291-2900	info@danecountyfair.com	Manages public health concerns with Fair Board.
Rockstars in the Ring Show	Fair Office	608-291-2900	info@danecountyfair.com	Show management of Rockstars in the Ring for participants and mentors.
Sale Animal Release Time Requests for Non-Sale Animals	General Manager	608-291-2900	info@danecountyfair.com	Manages requests to have other animals be released with sale animals.
Send an animal home	General Manager/Fair Board	608-291-2900	info@danecountyfair.com	Manages requests to remove or send an animal home.
Sponsorships	Fair Office	608-291-2900	info@danecountyfair.com	Manages all sponsorship.
Stalling and Cage Assignments	Chair/Superintendents	Refer to the Fair Premium Book for department contact information	-	Manages animal stalling and cages assignments.
State Fair Projects - Judges' Choice Ribbon	Entries Department	608-889-0026	entries.danecountyfair@gmail.com	Distributes State Fair project paperwork to be completed and delivered to State Fair by exhibitor. DCF does not transport projects to State Fair.
Vendors	Fair Office	608-291-2900	info@danecountyfair.com	Manages all food and commercial vendors.
Veterinarian - Check-in (Wed) and Walk-throughs (Thu-Sun)	Fair Office	608-291-2900	info@danecountyfair.com	Manages on-site veterinary check-in on Wednesday for for all species except for Horse & Pony Department; that is managed by the H&P department. Manages ALL species walk-through vet visits - once per day (Thu-Sun).
Veterinarian - Wednesday Check-in (Horse & Pony)	Kathryn Egeland	515-290-8465	-	Manages on-site veterinary check-in (only) on Wednesday for Horse & Pony Department.

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Volunteer recruitment and department mangement	Chair/Superintendents/Fair Office	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.
Weather & Safety concerns	General Manager/Fair Board	608-291-2900	info@danecountyfair.com	Manages weather and safety concerns with Fair Board.
YQCA	UW-Madison Division of Extension/4-H*	608-224-3700	4Hinfo@countyofdane.com	Coordinate and address the YQCA questions.
YQCA Program Help & Certificate	YQCA.org	-	-	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*