

# GUIDELINES FOR STATE FAIR

## December

Sign contract with State Fair  
Find out theme for next year

## March/April

hire judges (\$150/judge)

## April/May

Get someone to chair for:

- A) Volunteers (tree sitters)
- B) Trees (sign up, pick up and delivery)

By May 15, get article in newsletter (re-print on June 20 and July 20) - see previous year's newsletter for format

## May/June

Make artwork for theme

JUNE - Volunteer chair - Have sign up sheets ready for 'tree sitters' at June meeting

JUNE - Tree chair - Have sign up sheets ready for each of the 3 shows

## July

Volunteer chair - Have sign up sheets ready for 'tree sitters' at July meeting

Tree chair - Have sign up sheets ready for each of the 3 shows

Get tickets, Parking and delivery passes from State Fair

From volunteer sheet, send out tickets and time sheet (print) to volunteers

Mid July - Go to Hort building to confirm set up - 4 standards with rings (for black ropes)

Does anything need to be painted?

Assemble Sign in sheets, adhesive dots (or painter's tape) for check in, tent cards, 9 x 12 envelopes, evaluation sheets for judging

Get club brochures, any handouts for the Annual Exhibit, print flyers for Beginner Workshop

## July/August

Get checks from Treasurer for the judges. Write a thank you note.

Wednesday before opening day, set up exhibit - see pictures of last year's display for help

**Volunteer chair** - Call people to fill in any open slots

**Tree Chair** - 1 - Follow directions for pick up and delivery in newsletter

Make sure to have on hand the Master sign in sheets, adhesive dots (or painters tape), tent cards, 3 x 5 cards to draw set up, markers, pens, etc. **Each tree should have its own large envelope.** Put inside the tent card and drawing of set up. If trees come in a box, write name of owner on box.

2 - Deliver trees around 7:00 am to State Fair. Set up two tables in front of exhibit for **incoming trees**. Place these trees on exhibit only when outgoing trees are gone. Pick up trees from previous show (for 2nd and 3rd shows - leave trees already exhibited on display tables. Place an envelope by each tree in which to put ribbons, evaluation sheet and tent card, accent stand, etc. Take these trees out to the car to be ready for pick up. If any trees will be picked up by owner, set them aside.

3 - Take trees from previous show to pick up site

During show, make sure someone is taking pics of the Best of Show and Award of Merit winners with names and species of tree... to be submitted to the newsletter by August 15

Pick up check from State Fair and get to the treasurer ASAP