



2018-2019
Boulder County
Fair, Livestock
Show and Rodeo
Royalty
Handbook

April 2017

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The Fair Board and Royalty Committee will annually review, revise and update the Royalty Handbook. After approval of changes, all previous handbooks will be null and void.

Welcome:

Welcome to the Boulder County Fair, Livestock Show, and Rodeo Royalty Program. The rodeo royalty program is an important part of the Boulder County Fair, Livestock Show, and Rodeo tradition; as members of this program you are a representative of the Boulder County Fair, Livestock Show, and Rodeo. You will represent the fair at various regional rodeos, participate in community events, promote the fair, and work during the Boulder County Fair Livestock Show and Rodeo. To hold the title of the Boulder County Fair, Livestock Show, and Rodeo Queen, Lady-in-Waiting or Princess is not only an honor but also an obligation. You are the “Face” of the fair; everything you do from the time you are crowned to the last day of your reign affects the Boulder County Fair, Livestock Show and Rodeo. This handbook provides a set of guidelines for the Queen, Lady-in-Waiting and Princesses to assist them in successfully fulfilling their roles as Boulder County Fair Royalty. The Boulder County Fair, Livestock Show, and Rodeo Board along with the Executive Royalty Committee are here to make your reign a fun, educational, and successful experience.

The parents/guardians of the applicant shall also sign the application of the Queen, Lady-in-Waiting and Princesses to ensure their knowledge of the expectations of the applicant’s position. Parents/guardians will provide essential guidance; however, the intent of the program is to provide the Queen, Lady-in-Waiting, and Princess with opportunities to develop their decision making and leadership abilities.

Purpose of the Program:

The Royalty Program is designed to provide an opportunity for young women from Boulder County and the surrounding area to be the ambassador for Boulder County Fair, Livestock Show and Rodeo, by demonstrating knowledge of the sport of rodeo, respect for the Western way of life and a commitment to their community.

Mission Statement:

To serve as courteous, respectful, humble and enthusiastic ambassadors of the Boulder County Fair, Livestock Show and Rodeo, the farming and ranching community, our sponsors, our royalty program and the western lifestyle.

To be diligent in learning more about our fair, our sponsors, animal welfare, the lifestyle we represent, and how to best promote them.

To enthusiastically apply our knowledge in helping current and prospective stakeholders of the fair and the Royalty program to extract more value from their involvement.

To continually strive to improve our Fair and our Royalty program through hard work and creativity.

To be steadfast in ensuring that we are not successful at the expense of others and watchful that others are not allowed to become successful at the expense of our Royalty program, our fair, or our sponsors.

Lady-in-Waiting and Princess Contests

General Information:

The Boulder County Executive Royalty Committee will hold a judged contest to select a Lady-in-Waiting and two (2) Ashley's Princesses at its discretion in accordance with Boulder County Fair Royalty rules. The Executive Royalty Committee has authority over the royalty contest, contestants, crowned royalty and others involved.

- Please read all paperwork thoroughly.
- Print all parts of the application materials.
- Please keep a copy of the royalty by-laws and handbook for your reference.

Eligibility Requirements:

- To qualify for Princess positions, must be 13 years of age by June 1st of the contest year.
- To qualify for Lady-in-Waiting, must be 16 years of age by their Lady-in-Waiting reign and no older than 24, single (never married), be without dependents, not be pregnant or become pregnant during their term.
- All contestants must be a member of the Boulder County 4-H program or reside in Boulder County or the St. Vrain Valley School District.
- Contestants may not be a member of the Royalty Committee or previously served as Boulder County Fair, Livestock Show and Rodeo Queen or Lady-in-Waiting.
- Contestants must not have a criminal history.
- Contestants must have a high moral and ethical character.
- Queen, Lady-in-Waiting or Princesses cannot hold another royalty title during their reign.

Contest Rules and Proceedings

The application must be completed and turned into the Boulder County Fair Royalty Coordinator at 9595 Nelson Rd, Suite 200, Longmont CO 80501 by July 1st of the competing year, **no exceptions**.

The Royalty contest will be held Thursday, Friday and Sunday first weekend of the Boulder County Fair, Livestock Show and Rodeo. Schedule to follow.

If there are not enough applicants, at least two, the Executive Royalty Committee will hold a contest with the one girl competing and she will be judged. She must score a designated total score to win the title. If she does not score high enough then a new contest will be scheduled.

The Royalty for the following year will be introduced at the Boulder County Fair, Livestock Show's Rodeo.

The Queen and Lady-in-Waiting may be awarded a scholarship from the royalty committee scholarship fund. Funds will be awarded to the school of choice upon receiving appropriate information. The scholarship award will be sent directly to an accredited school or certificate program. Additional donations to the scholarship fund must be received by August 31st of the year of reign. The minimum scholarship award will be \$500 up to a maximum of \$2000 per individual. Funds will be awarded in the name of the recipient and will be sent directly to the

school. **Scholarship winners will have 2 years from date of graduation to use their funds. Unused scholarship money will be returned to the General Account.**

The year reign begins on the 1st Boulder County Fair, Livestock Show and Rodeo Board meeting after fair, that is held on the 3rd Monday of August, of the competing year, and continues until the fair board meeting on the 3rd Monday in August the following year. The previous royalty will not make appearances after the new royalty begins its reign.

Sarapes, chaps and any other equipment purchased by the Boulder County Fair, Livestock Show and Rodeo or Executive Royalty Committee must be returned to the Boulder County Fair Office at the end of their reign, no later than September 1st. If these items are missing or damaged, the original cost of the item will be charged to the person responsible.

A horse trailer is provided to the Queen and Lady-in-Waiting for their use during their reign. The trailer will be housed at the Boulder County fairgrounds and must be checked out with the Royalty Coordinator in advance. Queen or Lady-in-Waiting must have a proper vehicle to pull the trailer safely as determined by the Executive Royalty Committee or Fair Board. All repairs will be the responsibility of the Fair Board. Insurance of the trailer is attached to the vehicle that is pulling it. Fair Board has insurance on the trailer when it is on fairgrounds property.

The current Boulder County Queen and Lady-in-Waiting is expected to assist with the contests as directed by the contest coordinator.

Contestants will be judged and scored in the following categories:

- Application
- Appearance
- Personal Interview
- Current Events
- Horsemanship Knowledge
- Horsemanship (except Princesses)
- Written Test
- Speech Presentation
- Modeling
- Knowledge of the Boulder County Fair, Livestock Show & Rodeo

Lady-in-Waiting contestants must be able to ride and have access to a suitable horse for contest, rodeos, parades and other events. Suitability will be determined at the contest, and is left to the discretion of the Executive Royalty Committee throughout the year.

All contestants are expected to comply with these guidelines, be friendly, courteous and respectful at all times.

Contestants must know the basic rules and history of the Boulder County Fair, Livestock Show & Rodeo events. Contestants should be familiar with and be able to explain these topics and aspects to anyone attending the Boulder County Fair, Livestock Show & Rodeo.

During the contest, if a contestant is in need of assistance, she may ask permission from the judges to obtain parent/guardian help. If permission is granted, a parent/guardian may assist, otherwise the parent/guardian are to remain in the stands as spectators.

Parents/guardians of contestants are responsible for arrangement of horse and participant transportation. Constants must be on time and fully prepared to participate in the contest.

Abuse to horse or people is not tolerated. Any hitting or jerking on a horse during the contest will result in elimination. Inappropriate verbal abuse to anyone during the contest will also result in elimination.

Applicant Signature

Date

Parent/Guardian Signature

Date

**Welcome to the
Boulder County Fair
Royalty Contest
Princess Application**

Thank you for your interest in the Boulder County Fair Royalty Program. Selection of the 2018/2019 princesses will be conducted during the 2018 Boulder County Fair. The contest will be held on Thursday before the fair. A tentative contest schedule is attached.

The Purpose of the Boulder County Fair Royalty Contest is to determine the official royalty court who will spend their year representing the Boulder County Fair, Livestock Show and the sport of rodeo. Members of the Royalty Court serve as ambassadors of the Boulder County Fair to the general public and are expected to exhibit exemplary sportsmanship and high moral and ethical standards at all times. They should be able to speak intelligently, demonstrate poise and grace, and display a welcoming attitude towards others.

The Royalty Court should be familiar with our county's diverse nature with its numerous cultures, our agricultural and technological industries, and our western heritage. They should act, speak, and dress according to the prestige the title deserves.

Applicants for Princess, contestants must be female, at least 13 years old of the competing year and not older than 16 as of December 31, 2018, single (never married), be without dependents and not be pregnant or become pregnant during their reign. They must reside in Boulder County or be a member of the Boulder County 4-H or FFA program or attend (attended) Boulder Valley or St. Vrain schools. A letter of petition for any eligibility requirement may be sent to the Boulder County Fair Royalty Committee for approval and are not subject to appeal. You **do not** need to be a horse woman to be a princess.

Included in this application packet you will find:

- Biographical Information form
- Royalty Essay & Photo form
- Modeling Biography Form
- Contest Schedule

Completed applications are due July 1, 2018 in the Boulder County Fair Office, 9595 Nelson Rd. Longmont, CO 80501.

As you are completing your application, if you or your parents have any questions, please contact The Boulder County Fair Royalty Committee at julia@carbonvalleychamber.com.

We look forward to receiving your application.

**Boulder County Fair
Princess Contest
BIOGRAPHICAL INFORMATION**

Name: _____

Telephone: _____

Complete mailing address: _____

Date of Birth (dd/mm/yyyy): _____

Age: _____

Email: _____

Parents Names: _____

Mailing address: _____

School you are attending: _____

List projects exhibited at previous Boulder County Fair: _____

Organizations and Clubs (include name of clubs, chapters): _____

Office Held in Any Organization: _____

Special Awards or Honors: _____

Hobbies: _____

Family; Brothers and Sisters: _____

Future Plans: _____

**Boulder County Fair
Princess Contest
ESSAY & PHOTO FORM**

(Please include a recent photograph. Current school photograph is acceptable.)

1. In short essay format, typed, please tell us why you want to be a princess for the Boulder County Fair Royalty program. (May be on a separate sheet)

**Boulder County Fair
Princess Contest
LETTER OF REFERENCE**

Princess contestants are required to have one letter of recommendation. This letter must be sent directly to the Boulder County Fair Office in a sealed envelope.

DEADLINE: July 1, 2018

SUBMIT FORM DIRECTLY TO:
Boulder County Fair Livestock Show and Rodeo
Attn: Royalty Committee
9595 Nelson Rd. Suite 200
Longmont, Colorado, 80501

Modeling Biography

Please include a short-typed biography that will be read during the modeling portion of the contest.

**Boulder County Fair
Princess Contest Day 1
Thursday before fair
Boulder County Fairgrounds**

9:00 am - Contestants will arrive and be briefed on the day's contest

9:30 am - Written Test and Interview

1. Princess contestants will participate in a written assessment of their understanding of horsemanship, basic knowledge of rodeo rules and terms, etiquette and general knowledge about Colorado, Boulder County and the Boulder County Fair.
2. Each contestant will also have an individual interview with the three Judges. They should be prepared to share information in the following areas:
 - Personal Background
 - Experience in 4-H, FFA and involvement in agriculture and/or rodeo
 - Leadership roles in clubs and organizations
 - Academic interests and goals
 - Achievements, awards
 - Rodeo Knowledge and Etiquette
 - Equine Knowledge

11:30 am - Modeling and Impromptu Questions

1. Princess contestants will model their fashion forward outfit while their bio is being read aloud. Contestants will be judged on poise and flow of movement.
2. Contestants will answer two impromptu questions, one fair and rodeo question, one equine knowledge question, or one personality question.
 - Contestants will wear felt hat, boots and contestant sash at all times during this portion of the contest.
 - Contestants will **not** be required to pay for a ticket to the Queen's Ball. Tickets for family and friends will be available for purchase at the door.
 - Contestants are required to bring a basket to be auctioned off during the night. The basket should be a representation of who you are or something you love. Be prepared to speak about your basket before the bidding begins.

**Boulder County Fair
Princess Contest Coronation
Sunday at the
Boulder County Fair CPRA Rodeo**

6 pm - Public Coronation of the 2018 Boulder County Fair Royalty Court

1. The Boulder County Fair Royalty Court will be announced and coronated during the CPRA rodeo on foot. No horses will be used.
2. The 2019 Court's reign will not begin until the 1st Boulder County Fair, Livestock Show and Rodeo General Board meeting after fair, that is held on the 3rd Monday in August.
 - Contestants will wear felt hat, boots and contestant sash at all times during this portion of the contest.

**Welcome to the
Boulder County Fair
Royalty Contest
Lady-In-Waiting Application**

Thank you for your interest in the Boulder County Fair Royalty Program. Selection of this year's royalty will be conducted in two-part contest. It will start on Friday (first day of fair) before and during the Queen's Ball and continue on Sunday at the Boulder County Fair Champion of Champions Horse Show. A tentative contest schedule is attached.

The Purpose of the Boulder County Fair Royalty Contest is to determine the official Royalty Court who will spend their year representing the Boulder County Fair, Livestock Show and Rodeo. Members of the Royalty Court serve as ambassadors of the Boulder County Fair to the general public and are expected to exhibit exemplary sportsmanship and high moral and ethical standards at all times. They should be able to speak intelligently, demonstrate poise and grace, and display a welcoming attitude towards others.

The Royalty Court should be familiar with our county's diverse nature with its numerous cultures, our agricultural and technological industries, and our western heritage. They should act, speak, and dress according to the prestige the title deserves.

Applicants for Lady-In-Waiting contestants must be female, at least 16 years old of the competing year, and not older than 24 as of December 31, 2018, single (never married), be without dependents and not be pregnant or become pregnant during their two-year reign. They must reside in Boulder County, or be a member of the Boulder County 4-H or FFA program, or attend (attended) Boulder Valley or St. Vrain schools. A letter of petition for any eligibility requirement may be sent to the Boulder County Fair Royalty Committee for approval and are not subject to appeal.

Included in this application packet you will find:

- Biographical Information form
- Royalty Essay/ Speech & Photo Form
- Modeling Biography Form
- Contest Schedules

Completed online applications are due July 1, 2018 in the Boulder County Fair Office.

As you are completing your application, if you or your parents have any questions, please feel free to contact The Boulder County Fair Royalty Committee at julia@carbonvalleychamber.com.

We look forward to receiving your application.

**Boulder County Fair
Lady-in-Waiting Contest
BIOGRAPHICAL INFORMATION**

Name: _____

Telephone: _____

Complete mailing address: _____

Date of Birth (dd/mm/yyyy): _____

Age: _____

Email: _____

Parents Names: _____

Mailing address: _____

School you are attending: _____

List projects exhibited at previous Boulder County Fair: _____

Organizations and Clubs (include name of clubs, chapters): _____

Office Held in Any Organization: _____

Special Awards or Honors: _____

Hobbies: _____

Family; Brothers and Sisters: _____

Future Plans/Goals: _____

**Boulder County Fair
Lady-in-Waiting Contest
Essay & Photo Form**

Please attach a recent photograph. (Current school photograph is acceptable)

1. In 250 to 500 words typed, tell us what the Boulder County Fair means to you and why you want to be an ambassador for the fair. (This essay will be used for your two (2) minute prepared speech that you will give at Queen's Ball on the first Friday of the Fair.
2. Please answer the following question in a short answer response: The Boulder County Fair Royalty Mission Statement says, "We will continually strive to improve our Royalty program." What would be your goals and objectives to improve the program during your reign as Lady-in-Waiting and Queen?

**Boulder County Fair
Lady-in-Waiting Contest
LETTER OF REFERENCE**

Lady-In-Waiting Contestants are required to have two letters of reference. These letters must be submitted directly to the Boulder County Fair office in a sealed envelope.

DEADLINE: July 1, 2018

SUBMIT FORM DIRECTLY TO:
Boulder County Fair Livestock Show and Rodeo
Attn: Royalty Committee
9595 Nelson Rd. Suite 200
Longmont, Colorado, 80501

Modeling Biography

Please include a short-typed biography that will be read during the modeling portion of the contest.

**Boulder County Fair
Lady-in-Waiting Contest Day 1
Thursday before fair
Boulder County Fairgrounds**

9:00 am - Contestants will arrive and be briefed on the day's contest

9:30 am - Written Test and Interview

1. Lady-In-Waiting contestants will participate in a written assessment of their understanding of horsemanship, basic knowledge of rodeo rules and terms, etiquette and general knowledge about Colorado, Boulder County and the Boulder County Fair.
2. Each contestant will also have an individual interview with the three Judges. They should be prepared to share information in the following areas:
 - Personal Background
 - Experience in 4-H, FFA and involvement in agriculture and/or rodeo
 - Leadership roles in clubs and organizations
 - Academic interests and goals
 - Achievements, awards
 - Rodeo Knowledge

11:30 am - Prepared Speech and Fashion Forward Modeling

1. Lady-In-Waiting contestants will model their fashion forward outfit to music. Contestants will be judged on poise and flow of movement.
2. Contestants will answer three impromptu questions, one fair and rodeo question, one sponsor question and one current event question.
3. Lady-In-Waiting Contestants will prepare a two (2) -minute speech derived from their essay question "What does the Boulder County Fair mean to them and why do you want to be an ambassador for the fair". The contestants will be judged on poise, grammar, voice projection and overall public speaking skills.

**Boulder County Fair
Lady-in-Waiting Contest Day 2
Friday first day of fair
Boulder County Fair Picnic Area
During the Queen's Ball**

During Queen's Ball

6:00 pm - Public Introduction

1. Contestants will introduce themselves. This introduction will include...
 - Name
 - Age
 - Fun fact about yourself

7:30 pm - Final Impromptu Speech and Formal Modeling

1. Lady-In-Waiting Contestants will answer one personality question in front of the public.
 2. Contestants will answer impromptu questions, one fair and rodeo question, one equine knowledge question, or one personality question.
 3. Contestants will model their formal outfit while their bio is being read aloud. They will be judged on poise and flow of movement.
- Contestants will wear a fashion forward outfit, felt hat, boots and contestant sash at all times during this portion of the contest.
 - Contestants will **not** be required to pay for a ticket to the Queen's Ball. Tickets for family and friends will be available for purchase at the door.
 - Contestants are required to bring a basket to be auctioned off during the night. The basket should be a representation of who you are or something you love. Be prepared to speak about your basket before the bidding begins.

**Boulder County Fair
Royalty Contest Day 3
Sunday
Horsemanship
Indoor Arena During Champion of Champions Day Schedule**

During the Fair Royalty Presentation - Horsemanship

- AQHA rules apply to the horsemanship portion of the contest.
- Contestants will bring their horses to the indoor arena the day of the contest. No formal warm up time will be given, but contestants are encouraged to warm up their horses on their own time. There is no set time for this portion, so it is the contestant's job to be vigilant and ready when it is time to go.
- Each contestant will individually perform a horsemanship pattern that will be posted the morning of the contest.
- Each contestant will perform a flag lap and a queen's lap.
- While waiting for their turn each contestant will be asked three horsemanship questions (one health related question, one equipment question and one rodeo knowledge question).
- Contestants will be required to wear a white or black button up shirt, jeans, boots, a helmet and their contestant sashes for this portion of the contest.

**Boulder County Fair
Royalty Contest Coronation
Sunday at the
Boulder County Fair CPRA Rodeo**

6:00 pm - Public Coronation of the Boulder County Fair Royalty Court

1. The Boulder County Fair Royalty Court will be announced and coroneted during the CPRA rodeo on foot. No horses will be used.
 2. The newly crowned court will be escorted to a mandatory briefing and signing of the royalty agreement. The 2019 Court's reign will not begin until the 1st Boulder County Fair, Livestock Show and Rodeo Board meeting after fair, that is held on the 3rd Monday in August.
- Contestants will be required to wear a western shirt of their choosing, jeans, felt hat, boots and contestant sash.

Royalty Responsibilities:

The Queen, Lady-in-Waiting, and Princesses serve as the official Boulder County Fair, Livestock Show and Rodeo Ambassadors and also represent the sport of rodeo, the western way of life, all Fair events, the agricultural and ranching community, Boulder County, and our Royalty program. In as much as they attract much publicity, they are easily recognized and associated with the Boulder County Fair it is imperative that the royalty and their parents/guardians must always be respectful, organized, helpful, knowledgeable, and friendly. As changes in plans and events occur, sometimes with short notice, each person is expected to handle situations with poise, grace and a courteous manner. The following duties are examples and may not include all that may happen throughout the year. The reign of the Queen and Lady-in-Waiting will start on the 1st Boulder County Fair, Livestock Show and Rodeo Board meeting after fair, that is held on the 3rd Monday in August Below are the responsibilities for the Queen, Lady-in-Waiting and Princess position.

Queen:

- Works with the Royalty Administrator to insure appearances at each rodeo and other events.
- Works with Royalty Committee for ideas for each event.
- Works with the Lady-in-Waiting and Princesses to prepare for events.
- Flag carrying.
- Extends invitations to Royalty of other fairs & rodeos she meets and can take up other invitations for other appearances. These appearances must be pre-approved by the Executive Royalty Committee.
- Arrives 30 minutes early for each performance/event.
- Helps with events throughout the Fair & Rodeo.
- When at other events, she must follow the instructions of the event organizers and coordinators. She is to make sure the Lady-in-Waiting and Princesses do the same.
- For the Boulder County Rodeo performance, the Queen will be the informant to the Arena Coordinator. It is her responsibility to present in writing, the Royalty biographies and those of visiting Royalty.
- Sign autographs during Boulder County Fair, Livestock Show & Rodeo and other events.
- Participate in interviews as they arise, always being sure to represent Boulder County in an appropriate manner.
- Participate in riding practices as scheduled by the Royalty Committee and any other meetings the Royalty Committee deems necessary.
- No friends or boyfriends are allowed at Royalty events.
- Participate in quarterly Fair Board meetings.
- Coordinate the Cowgirls Ball with help from the committee/subcommittee.

Contestant Initials: _____ Parent/Guardian Initials: _____

Lady-in-Waiting:

- Works with the Royalty Administrator to insure appearances at each rodeo and other events.
- Works with Royalty Committee for ideas for each event.
- Work with the Queen and Princesses to prepare for events.
- Flag carrying.
- Arrives 30 minutes early for each performance/event.
- Helps with events throughout the Fair & Rodeo.
- Sign autographs during Boulder County Fair, Livestock Show & Rodeo and other events.
- Participate in interviews as they arise, always being sure to represent Boulder County in an appropriate manner.
- Participate in riding practices as scheduled by the Royalty Committee and any other meetings the Royalty Committee deems necessary.
- No friends or boyfriends are allowed at Royalty events.
- Participate in quarterly Fair Board meetings.
- Coordinate the Queen for a Day Clinic with help from the committee/subcommittee.

Princess:

- Works with the Royalty Administrator to insure appearances at each rodeo and other events.
- Works with Royalty Committee for ideas for each event.
- Work with the Queen and Lady-in-Waiting preparing for events.
- If certified may be able to ride horse and carry flag at county events as determined by Executive Royalty Committee.
- Arrives 30 minutes early for each performance.
- Helps with events throughout the Fair & Rodeo.
- Sign autographs during Boulder County Fair, Livestock Show & Rodeo and other events.
- Participate in interviews as they arise, always being sure to represent Boulder County in an appropriate manner.
- Participate in riding practices as scheduled by the Royalty Committee and any other meetings the Royalty Committee deems necessary.
- No friends or boyfriends are allowed at Royalty events.
- Participate in quarterly Fair Board meetings.

Contestant Initials: _____ Parent/Guardian Initials: _____

Executive Royalty Committee:

- Consist of Royalty Coordinator, Royalty Administrator, Marketing Director, Treasurer, Secretary, and two at large members.
- Plans appearances for the Royalty. Prepares and sends in all entry forms as required. Assists at each rodeo, parade and various other events.
- Plans and organizes photo shoots, printing of autograph sheets and newspaper releases.
- Introduces Royalty to our sponsors. Insures hats, crowns, sashes, belt buckles, chaps and clothing are ordered in a timely manner.
- Confirms that all equipment is in good condition at all times.
- Organizes and runs the Royalty contest each year, including updating the Royalty contestant guidelines, judge's sheets, and schedules.
- Responsible for documenting any behavior issues. All issues will be dealt with in a timely manner to assure the issue is not repeated.
- Delegates Royalty duties as needed.
- Coordinates Royalty activities with Boulder County Fair, Livestock Show & Rodeo leaders to ensure fair events run smoothly and that Royalty members are prepared to carry out duties efficiently.
- Mentor Royalty members in public speaking, public event behaviors and manners, horsemanship, and proper etiquette.
- Will conduct monthly meetings. Will hold riding practices with all Royalty as needed. Coordinator may call additional meetings as needed.
- Organize and run the annual "Queen for a Day" event with the Lady-in-Waiting at the Boulder County Fairgrounds. This will include setting an agenda for the day, coordination of responsibilities and marketing.
- Organize and run the annual "Cow Girls Ball" event with the Queen at the Boulder County Fairgrounds. This will include setting an agenda for the day, coordination of responsibilities and marketing.
- Two committee members will attend quarterly Fair Board meetings.

Royalty Coordinator:

The Royalty Coordinator is responsible for overseeing the administration, programs and strategic plan of the Royalty program necessary for;

- Fundraising, marketing, and community outreach activities.
- Ensuring the Royalty program strives to fulfill its mission statement.
- Providing a safe, stable and productive environment in which our Ambassadors can excel.
- The overall growth and health of the organization.
- Developing and setting the agenda for the Executive Royalty Committee and Royalty committee meetings.
- Designate a Committee member to report directly to the Boulder County Fair Board.

Royalty Administrator:

The Royalty Administrator is responsible for managing the scheduling and all the correspondence relating to the appearance of our Royalty Ambassadors. This includes but is not limited to:

- Maintaining a current and accurate calendar.
- Sending and receiving all communications relating to the scheduling of participation and/or appearances by the Royalty.
- Sending and receiving all communications relating to the scheduling of participation of guests at events hosted by the Boulder County Fair Royalty program.

Marketing Director:

The Marketing Director is responsible for all promotional material used to promote the royalty program and our Royalty Ambassadors including but not limited to:

- Autograph Cards.
- Thank You Cards.
- Posters.
- Insignia on the Royalty horse trailer and other signs and banners.
- Invitations and other promotional material.

In addition, the Marketing Director is responsible for securing sponsorships and revenue generating opportunities for the Royalty Program. Sponsorship and revenue generating tasks include but are not limited to;

- Seeking new sponsorship and revenue generating opportunities.
- Developing, presenting and negotiating sponsorships.
- Managing and overseeing the fulfillment of sponsorships.
- Managing and maintaining relationships with sponsors.
- Creating, developing and managing revenue generating opportunities.

Treasurer:

The Treasurer shall keep an accurate account of all monies received by the Royalty Program and shall deposit such funds in the name of the The Boulder County Royalty Program in such depository as shall be designated by the Boulder County Fair Board. The Treasurer shall not pay out or disburse any monies of the Royalty Program over \$50.00 except by check and only for the purposes of the The Boulder County Royalty Program. At each meeting of Executive Royalty Committee, the Treasurer shall submit a statement of the current financial condition of the Royalty program, which shall be prepared following generally accepted accounting principles. The Treasurer shall be responsible for all accounting and bookkeeping tasks including but not limited to;

- Keeping records of expenditures.
- Approving reimbursements.
- Requesting checks for expenses and reimbursements.
- Creating budgets for review and approval by the Executive Royalty Committee.
- Providing receipts and tax-exempt documentation for donors.

Secretary:

- The Secretary shall keep an accurate account of all committee meeting minutes.
- The Secretary is the keeper of the bylaws and handbooks with a copy on file at the Boulder County Fair Office. (e-copy and paper copy)
- Provide a monthly report to the Boulder County Fair Board that will include a financial report.
- Keep record of all changes to bylaws and handbooks.

Members at Large:

- Perform specific short-term and long-term functions assigned by the Royalty Coordinator based on the group's needs and ongoing projects.
- Mentor new sub-committee coordinators brought on to head a specific event.
- Serve as an interim sub-committee coordinator for a specific event.
- Grievance committee members

Parents/Guardians:

Parents play a significant role in the success of their daughters Ambassadorship. Parents are considered Members of the Royalty Committee and as such are bound to the rules and guidelines set forth in this handbook. The following guidelines and principles will help ensure your daughter's experience as an Ambassador of the Boulder County Royalty Program is rewarding, productive and beneficial. This is an extraordinary opportunity that your daughters have been chosen for. Your participation is paramount in their success. It is an incredible opportunity for you to positively impact your daughter's future. These guidelines are provided to help ensure both you and your daughter have a prosperous and memorable experience.

- One parent/guardian must be available to assist Executive Royalty Committee at **all** events.
- If your child is under the age of 18 you must be at **all** horse events.
- Absolutely no siblings or friends are allowed in the contestant area or arena gates.
- Assist with appearance as needed.
- Ensures Royalty is early and properly turned out for each appearance.
- Responsible for getting their child and horse to each event, and ensures the Royalty is prepared to carry out duties in a timely and efficient manner.
- Be prepared to help tack up, feed, untack, hold, clean stalls, load and unload your daughters horse.
- Parents may be asked to be present at the rodeo gate for each Boulder County Fair, Livestock Show & Rodeo event and for any other appearance by the Royalty Committee. The parent/guardian must be available to assist their child at each event to help ensure each appearance runs smoothly. If a parent/guardian is unable to attend please let Executive Royalty Committee know at least 24 hours in advance so other arrangements can be made.

Your actions and comments can have a significant impact on the success or failure of your Daughter's Ambassadorship. Your daughter's role is to be a humble servant to her position as an Ambassador. Right or wrong, like it or not, you will also be seen by many as an Ambassador also and as such you should;

- Be helpful and courteous and not divisive.

- Your appearance should be neat and appropriate for the occasion.
- Refrain from inappropriate behavior.

Contestant Initials: _____ Parent/Guardian Initials: _____

Royalty Expectations:

General Expectations:

- All Royalty is expected to be ready to assist with events at the fair and other appearances.
- Carrying flags is required for the Queen and Lady-in-Waiting at every Boulder County Fair, Livestock Show & Rodeo Grand Entry. They may be asked to carry flags, among other duties, at other events. The Princesses will be able to ride horses and carry flags only if they are certified by the Executive Royalty Committee.
- If a horse or tack is going to be borrowed, the participant must make her own arrangements.
- Royalty members must make sure that all their equipment and tack is in good condition and clean at all times.
- Royalty members are allowed to participate in other activities as long as those activities do not conflict with Royalty events, responsibilities, and duties. If there is a conflict Royalty takes priority unless permission has been given by the Executive Royalty Committee.
- Neither Royalty members, their parents/guardians, the royalty committee, fair board members nor staff are authorized to make any expenditure of any kind on behalf of the Royalty Program that is not within the budget without prior written approval of the Royalty treasurer. No reimbursements will be paid without prior approval.

Queen and Lady-in-Waiting Attendance:

- Appearances will be planned by the Royalty Administrator. Each family will be notified accordingly. Queen and Lady-in-Waiting can accept other opportunities that arise and some may have short notice. All appearances must be pre-approved by the Royalty Administrator.
- Queen and Lady-in-Waiting will not travel to or from appearances with a boyfriend.
- All prizes or awards won at parades are to be given to the Boulder County Fair Board to be displayed.
- Queen and Lady-in-Waiting will be supplied with autograph sheets, posters and other advertising materials to hand out in Boulder County and other appearances they attend.
- Queen and Lady-in-Waiting must be willing to be photographed and sign autographs at all appearances throughout the year of their reign. They shall act as official spokespersons for the Boulder County Fair, Livestock Show & Rodeo and must be approachable.
- Cell phone use must be postponed until after an appearance. Necessary calls or text messaging must be done in private and need to be very brief. The girls may carry a phone with them for emergency or official use only. (Ex. If they get separated during a parade etc.) The phones should not be seen and not in a back pocket (a boot is a great carrier) This will help keep a professional appearance.

Queen and Lady-in-Waiting Required Events:

Queen and Lady-in-Waiting will be **required** to attend these events (dates are subject to change each year)

- All ten days of the Boulder County Fair, Livestock and Rodeo, July -August.
- Most ticketed events in the outdoor arena at the Boulder County Fair, Livestock Show & Rodeo, July – August. (A schedule will be presented to you in advance)
- Boulder County Fair Parade – First Saturday of the Fair.
- Niwot Halloween Parade, October.
- Colorado Association of Fairs and Shows (CAFS), November.
- Boulder County Fair Country Christmas, December.
- Longmont Parade of Lights, December.
- Erie Parade of Lights, December.
- National Western Stock Show, January.
- Unity in the Community, February.
- Cinco De Mayo, May.
- Berthoud Days Parade, June.
- Rooftop Rodeo Parade, Queen luncheon and Rodeo, July.
- Rhythm on the River, both days, July.

Highly Encouraged Events:

- CPRA finals.
- 4-H Carnival, March.
- Evergreen Rodeo & Luncheon, June (Highly Encouraged).
- Elizabeth Rodeo & Luncheon, June (Highly Encouraged).
- Functions in St. Vrain Valley School District as invited.
- Other rodeos/events as invited.

Required Monthly Royalty Committee Meetings:

- Second Tuesday of each month at 6:00 pm, Fair office.
- Fair Board meetings four (4) times a year, dates and times to be announced, Clover Bud Room
- Any subcommittee meeting as needed to prepare for Queen for a Day, Queen's Ball or any other fundraising event.

Princesses Attendance:

- Appearances will be planned by the Royalty Administrator. Each family will be notified accordingly. All appearances must be pre-approved by the Royalty Administrator.
- Princesses will not travel to or from appearances with a boyfriend.
- Princesses will attend all Boulder County events all other events are optional.
- Princesses are not required to have a horse. If the Princess is certified by an Executive Royalty Committee member than she may ride in events that has been approved by the Executive Royalty Committee.
- All prizes or awards won at parades are to be given to the Boulder County Fair Board to be displayed.

- Princesses will be supplied with autograph sheets, posters and other advertising materials to hand out in Boulder County and other appearances they attend.
- Princesses must be willing to be photographed and sign autographs at all appearances throughout the year of their reign. They shall act as official spokespersons for the Boulder County Fair, Livestock Show & Rodeo and must be approachable.
- Cell phone use must be postponed until after an appearance. Necessary calls or text messaging must be done in private and need to be very brief. The girls may carry a phone with them for emergency or official use only. (Ex. If they get separate during a parade etc.) The phones should not be seen and not in a back pocket (a boot is a great carrier) This will help keep a professional appearance.

Princess Required Events:

- All ten days of the Boulder County Fair, Livestock show & Rodeo, July - August.
- Most ticketed events in the outdoor arena at the Boulder County Fair, Livestock Show & Rodeo, July - August.
- Boulder County Fair Parade – first Saturday of the Fair.
- Boulder County Fair Country Christmas, December.

Princess Highly Encouraged Events:

- Niwot Halloween Parade, October.
- Colorado Association of Fairs & Shows, November (the committee will pay for one hotel room for the princesses).
- National Western Stock Show, January (one or two times).
- 4-H Carnival, March.
- Unity in the Community, February.
- Cinco De Mayo, May.
- Rhythm on the River, July.
- Functions in St. Vrain Valley School District as invited.
- Other parades/events as invited.

Required Royalty Committee Meetings:

- Second Tuesday of each month at 6:00 pm, Fair office.
- Fair Board Meetings four (4) times a year dates and time TBA, Clover Bud Room

Contestant Initials: _____ Parent/Guardian Initials: _____

Appearance:

- Royalty members and horses must be clean and well-groomed for each appearance. Each girl must always wear her felt hat, crown, sash, boots, (cleaned and polished) and belt buckle to each appearance. She needs to wear stylish western attire, (dark jeans, pressed long-sleeved western shirt) have her hair styled and makeup done for her age. She must be presentable upon arrival to each appearance.
- Sponsor's Clothing **must** be worn at all times in any situation where you are acting in an official capacity as an ambassador of the Boulder County Fair, Livestock and Rodeo. It is not required, but highly suggested that you **not** wear a competitor's brand. If you're not sure what constitutes a competitive brand, ask the Royalty Coordinator.
- Royalty is to be completely dressed upon arrival to an event. This means you cannot get dressed in the parking lot. It is very important that you always act and look professional.
- After each Boulder County Fair event, the Royalty will sign autographs at a designated location. They may also do so at other events with permission of the Executive Royalty Committee and the event coordinator.
- To appear more approachable, it is best that Royalty members are independent of parents/guardians and friends when making appearances, however, parents/guardians do need to be available for supervision.
- No visible body piercings, (one hole for earrings) or tattoos are allowed. All jewelry and accessories are to be age appropriate and appropriate for horse riding. Necklace and earrings are not to out show the crown, sash or buckle.
- By earning the position of Royalty, you will be photographed, interviewed and published in many forms of media.

Contestant Initials: _____ Parent/Guardian Initials: _____

Grievances:

Definition: Grievance – 1) a real or imagined wrong or other cause for complaint or protest, especially unfair treatment. 2) an official statement of a complaint over something believed to be wrong or unfair.

If there is evidence that Royalty or their parents/guardians are not following the rules set by the Boulder County Fair, Livestock Show and Rodeo Executive Royalty Committee one verbal or written warning will be issued. This warning will be documented by filling out a grievance form and put on file in the Fair Office.

All committee members agree to be bound by the rules and guidance set forth by the Executive Royalty Committee. All Grievances must be submitted in writing to the Executive Royalty Committee, if grievance is not resolved at that level it may be presented to the Boulder County Fair Board Grievance Committee for review and resolution. The decision of the Boulder County Fair Board Grievance Committee is Final.

Steps to file a Grievance:

Person filing the grievance, will submit the grievance in writing to Executive Royalty Committee.

- Must be handled in a timely manner (30 days).
- Meeting with Executive Royalty Committee will be scheduled.
- If the person filling the grievance is under 18 years old a parent/guardian must be present.
- Disciplinary action will be discussed a meeting by the two (2) At Large Executive Committee Members, one (1) impartial extension employee and Royalty Coordinator (as an observer).
- Grievance form will be filled out and kept as an official record, all that are present in the meeting will sign the grievance form and a copy will be filed with the Boulder County Fair Board.

If the grievance is not resolved, **only** then, may it be presented in writing to the Boulder County Fair Board Grievance Committee for review and resolution. Decision of the Boulder County Fair Board Grievance Committee is Final. It **must** be turned in to the committee in a timely matter.

Infractions:

- First infraction will result in a verbal warning.
- Second Infraction will result in a written warning and will result in privileges of traveling to another county's rodeo or luncheon.
- Third infraction may result in expulsion from the Royalty Program.

If there are any other infractions, your title and sponsorship may be revoked by the Boulder County Fair, Livestock Show and Rodeo Executive Royalty Committee at any time. If this occurs, all Boulder County Fair, Livestock Show and Rodeo items must be returned within ten (10) days and you will not be able to return to the Royalty Program.

Infractions that will result in immediate expulsion from the program:

- Drug use
- Drinking
- Smoking/Tobacco use
- Getting Arrested for any reason
- Pregnancy
- Fighting
- Continued disrespect for the rules set forth by the Boulder County Fair, Livestock Show and Rodeo Board and the Executive Royalty Committee. (upon a 3rd written warning)

It is the duty of the Executive Royalty Committee to ensure that royalty represents the Boulder County Fair, Livestock Show and Rodeo in an appropriate manner. Therefore, the following rules have been set in place to ensure the quality of representation. The following include some but not all infractions:

- Neglecting assigned duties
- Publicly criticizing or rude behavior toward other royalty, their families, Boulder County Fair, Livestock Show and Rodeo Board members, Executive Royalty Committee, the stock contractor and its employees, event personnel, and the general public.
- Royalty must make personal social media access available to members of the Executive Royalty Committee. Inappropriate (for example, use of profanity, bullying, inappropriate photographs, post/posts suggestive or sexual content or comments, public criticism of sponsors, and/or Boulder County Fair, Livestock Show and Rodeo) or illegal use of social media will not be tolerated and may result in immediate dismissal from the program.
- Missing required events (unless excused prior to the event by the Royalty Coordinator/Executive Committee). Prior approval must be given by the Coordinator/Executive Committee if any member of the court is unable to attend a required function.
- Disciplining a horse in the arena or in a public venue.
- Using disrespectful language (cussing or swearing, gang slang, gestures) while in royalty attire and/or representing the Boulder County Fair, Livestock Show and Rodeo.
- Displaying disrespectful or inappropriate behavior (such as rudeness, fighting, displaying affection with a boyfriend/girlfriend in public, etc.) toward any person or venue while acting as a representative of the Boulder County Fair, Livestock Show and Rodeo.
- Frequently being late to and/or unprepared to participate in approved/required events.
- Leaving an event early without prior permission or without acknowledging guests.
- Wearing inappropriate attire during official appearances.
- Displaying tattoos, face or multiple body piercing. One piercing is allowed in each ear; however, multiple ear piercing is at the discretion of the Executive Royalty Committee.

Contestant Initials: _____ Parent/Guardian Initials: _____

Grievance Report Form

Date: _____

Person filing the report: _____

Who committed the infraction: _____

Infraction: _____

Steps taken: _____

Meeting with the Executive Committee

Date: _____

Who was in attendance: _____

Disciplinary action being taken: _____

Signature page:

All attendees must sign to acknowledge their understanding of the actions that will be taken.

Royalty Coordinator: _____ Date: _____

At Large Member: _____ Date: _____

At Large Member: _____ Date: _____

Extension Member: _____ Date: _____

Title/Name: _____ Date: _____

Title/Name: _____ Date: _____

Title/Name: _____ Date: _____

Title/Name: _____ Date: _____

Title/Name: _____ Date: _____

Public Behaviors:

- Each Royalty member must **always** be on her best behavior while holding these titles. People recognize Royalty wherever they are at any time of day. Whether in Royalty attire or at school functions, Royalty members need to dress appropriately.
- No swearing, smoking, drinking of alcohol, or use of any illegal drugs, with or without Royalty attire while representing the Boulder County Fair, Livestock Show & Rodeo. Failure to comply with this rule may result in relinquishment of title at the decision of the Executive Royalty Committee.
- As a representative of the Boulder County Fair, Livestock Show & Rodeo, all Royalty shall dress appropriately in Western attire with felt hat, crown, sash, boots jeans or skirt, and buckle at all required and optional appearances and events. The Royalty member and her horse shall be clipped and well groomed. Inappropriate attire and/or grooming will be immediately corrected.
- Fighting, loud, disruptive and other inappropriate language and behavior, while representing the Boulder County Fair, Livestock Show & Rodeo on or off the fairgrounds, will not be tolerated and may result in relinquishment of title at the discretion of the Executive Royalty Committee.
- Royalty will refrain from public display of affection with a boyfriend/significant other. This includes, but not limited to kissing, handholding and sitting on laps.
- Boyfriend/significant other are not allowed to travel with Royalty.

On-Line Behavior

- Online behavior cannot contain any material that exploits or compromises the expectations of the Boulder County Fair, Livestock Show & Rodeo or your Royalty titles. This includes: Facebook, Twitter, Instagram, email, phone, text, and other means of communication. These accounts will be monitored by the Executive Royalty Committee. Any inappropriate postings will be asked to be removed. Reoccurrences of inappropriate postings may result in relinquishment of title at the discretion of the Executive Royalty Committee.

Contestant Initials: _____ Parent/Guardian Initials: _____

Timeliness:

- Royalty is required to be **early**, dressed and saddled a minimum of 30 minutes prior to each appearance wearing required garments.

Gratitude:

- Royalty is expected to write thank you notes when and to whom it is necessary within one week of the event/sponsor occurrence.

Fundraising:

- The Royalty Program is funded as part of the Boulder County Fair, Livestock Show & Rodeo budget. Budgeted expenses of the Royalty Program are the responsibility of the Royalty Committee. Royalty participants are expected to raise funds for the Royalty Program. Expenses beyond budgeted expenses are the responsibility of individual participants.
- Royalty members, parents/guardians are allowed to solicit sponsorships/donations with permission of the Royalty Committee.
- Royalty members, parents/guardians are allowed to solicit donations for the Royalty Program for Cowboy Christmas, Queen for a Day, Cowgirls Ball, or the program in general with permission from the Royalty Committee.

Knowledge:

- Royalty needs to be familiar with the Boulder County Fair, Livestock Show & Rodeo, events, participants, etc. Each Royalty member needs to be familiar with events, rules, and where to purchase tickets so she can explain it to strangers/spectators. It is also helpful to know the events and attractions going on in the area.
- Royalty needs to stay up on current events.

Mount:

- Royalty members must ride a suitable mount, no stallions will be allowed, for any appearance including rodeos and parades. The rider must always demonstrate control in any situation while riding one handed. If there is any doubt as to the appropriateness of the horse, The Executive Royalty Committee has the authority to dismiss the horse permanently. If this occurs, there will be a verbal notice followed by a written notice signed by the Royalty Coordinator, Royalty member and parents. Horse and tack must always be clean and in good repair. Must follow all state and federal regulations for transporting livestock and meet the requirements for the event you are attending.

Contestant Initials: _____ Parent/Guardian Initials: _____

Rodeo Competition:

- Royalty members are allowed to compete in rodeo competitions and horseshows, other than the Boulder County Fair, Livestock Show & Rodeo and as long as the competition does not interfere with their Royalty duties.
- Royalty members nor their mounts are allowed to wear any part of their Royalty attire while they are competing.

I have read the Boulder County Fair, Livestock and Rodeo Royalty Handbook and agree to abide by these rules and guidelines during my reign if selected.

Contestant Signature

Date

As a Parent/Guardian of a minor under age 18, I agree that I have read the Boulder County Fair, Livestock and Rodeo Royalty Handbook and agree to abide by these rules, guidelines, and serve as part of the Royalty Committee.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Royalty Coordinator

Date

Boulder County Fair Royalty Agreement Queen

Participants who are pursuing the title, Boulder County Fair, Livestock and Rodeo Queen should be aware of the duties, as outlined in the Boulder County Fair Royalty Handbook, before signing this document. Boulder County Fair Royalty is expected to act, speak, and **always** dress in a manner consistent with the title.

Please Refer to the Royalty Handbook for the list of mandatory appearances. You may be asked to participate in other events in addition to those listed in the Handbook. If employed, please make sure your employer knows that you will need a flexible schedule.

Responsibilities:

- ❖ Attend the Boulder County Fair, Livestock and Rodeo board meetings (four times a year)
- ❖ Attend all ten days of the Boulder County Fair, Livestock and Rodeo as Royalty
- ❖ Make personal social media access available to members of the royalty committee. Inappropriate (for example, use of profanity, bullying, public criticism of sponsors, the Fair or board members) or illegal use of social media will not be tolerated.
- ❖ Participate in interviews as they arise, always being sure to represent Boulder County in an appropriate manner.
- ❖ Help with events throughout the Fair and Rodeo
- ❖ Help mentor and teach the Lady-in-Waiting and Princesses
- ❖ Arrive 30 minutes early for each performance
- ❖ Participate in monthly Royalty meetings
- ❖ Sign autographs during Boulder County Fair, Livestock and Rodeo Show and other events.
- ❖ Submit receipts of approved expenses for reimbursements monthly to the Royalty treasurer.
- ❖ Keep accurate records of activities and sponsorships (visiting with sponsors and writing thank you notes, when appropriate)
- ❖ Fulfilling duties according to the rules set forth by the committee
- ❖ Provide basic wardrobes and wear appropriate Western attire when appearing on behalf of the Boulder County Fair, Livestock and Rodeo Show. All other functions, the Queen is expected to wear what is appropriate for the designated function, however, a felt hat, crown, buckle, and sash must be worn to all functions. In the arena, this will include:
 - Denim Jeans (denim must be dark and not faded with no split or frayed hems)
 - A long-sleeved western shirt
 - Felt hat, crown, belt, buckle, boots, and sash

At the end of my reign I will return the items listed below back to the Royalty committee that has been on loan to me:

1. Sarape

I, _____, understand and agree to follow the guidelines as outlined in the Boulder County Fair, Livestock, and Rodeo Royalty Handbook for the position of Boulder County Fair, Livestock and Rodeo Lady-in-Waiting.

I, _____, as legal guardian of _____, Understand and agree to the guidelines as outlined in the Boulder County Fair, Livestock and Rodeo Royalty Handbook for myself and my child to participate in the Boulder County Fair, Livestock and Rodeo Royalty program.

Royalty Coordinator: _____

Date: _____

Boulder County Fair Royalty Agreement Lady-in-Waiting

Participants who are pursuing the title, Boulder County Fair, Livestock and Rodeo Lady-in-Waiting should be aware of the duties, as outlined in the Boulder County Fair Royalty Handbook, before signing this document. Boulder County Fair Royalty is expected to act, speak, and **always** dress in a manner consistent with the title.

Please Refer to the Royalty Handbook for the list of mandatory appearances. You may be asked to participate in other events in addition to those listed in the Handbook. If employed, please make sure your employer knows that you will need a flexible schedule.

Responsibilities:

- ❖ Attend the Boulder County Fair, Livestock and Rodeo board meetings (four times a year)
- ❖ Attend all ten days of the Boulder County Fair, Livestock and Rodeo as Royalty
- ❖ Make personal social media access available to members of the royalty committee.
Inappropriate (for example, use of profanity, bullying, public criticism of sponsors, the Fair or board members) or illegal use of social media will not be tolerated.
- ❖ Participate in interviews as they arise, always being sure to represent Boulder County in an appropriate manner.
- ❖ Help with events throughout the Fair and Rodeo
- ❖ Arrive 30 minutes early for each performance
- ❖ Participate in monthly Royalty meetings
- ❖ Sign autographs during Boulder County Fair, Livestock and Rodeo Show and other events.
- ❖ Submit receipts of approved expenses for reimbursements monthly to the Royalty treasurer.
- ❖ Keep accurate records of activities and sponsorships (visiting with sponsors and writing thank you notes, when appropriate)
- ❖ Fulfilling duties according to the rules set forth by the committee
- ❖ Provide basic wardrobes and wear appropriate Western attire when appearing on behalf of the Boulder County Fair, Livestock and Rodeo Show. All other functions, the Lady-in-Waiting is expected to wear what is appropriate for the designated function, however, a felt hat, crown, buckle, and sash must be worn to all functions. In the arena, this will include:
 - Denim Jeans (denim must be dark and not faded with no split or frayed hems)
 - A long-sleeved western shirt
 - Felt hat and crown, belt, buckle, boots, and sash

At the end of my reign I will return the items listed below back to the Royalty committee that has been on loan to me:

1. Sarape
2. Crown
3. Chaps (perpetual chaps not your Queen chaps)
4. Sashes

I understand that as Lady-in-Waiting, I will serve a one-year training term before being crowned as the Boulder County Fair, Livestock and Rodeo Queen.

I, _____, understand and agree to follow the guidelines as outlined in the Boulder County Fair, Livestock, and Rodeo Royalty Handbook for the position of Boulder County Fair, Livestock and Rodeo Lady-in-Waiting.

I, _____, as legal guardian of _____
_____,

Understand and agree to the guidelines as outlined in the Boulder County Fair, Livestock and Rodeo Royalty Handbook for myself and my child to participate in the Boulder County Fair, Livestock and Rodeo Royalty program.

Royalty Coordinator: _____ Date: _____

Boulder County Fair Royalty Agreement Princess

Participants who are pursuing the title, Boulder County Fair, Livestock and Rodeo Princess should be aware of the duties, as outlined in the Boulder County Fair Royalty Handbook, before signing this document. Boulder County Fair Royalty is expected to act, speak, and **always** dress in a manner consistent with the title.

Please Refer to the Royalty Handbook for the list of mandatory appearances. You may be asked to participate in other events in addition to those listed in the Handbook. If employed, please make sure your employer knows that you will need a flexible schedule.

Responsibilities:

- ❖ Attend the Boulder County Fair, Livestock and Rodeo board meetings (four times a year)
- ❖ Attend all ten days of the Boulder County Fair, Livestock and Rodeo as Royalty
- ❖ Make personal social media access available to members of the royalty committee.
Inappropriate (for example, use of profanity, bullying, public criticism of sponsors, the Fair or board members) or illegal use of social media will not be tolerated.
- ❖ Participate in interviews as they arise, always being sure to represent Boulder County in an appropriate manner.
- ❖ Help with events throughout the Fair and Rodeo
- ❖ Arrive 30 minutes early for each performance
- ❖ Participate in monthly Royalty meetings
- ❖ Sign autographs during Boulder County Fair, Livestock and Rodeo Show.
- ❖ Submit receipts of approved expenses for reimbursements monthly to the Royalty treasurer.
- ❖ Keep accurate records of activities and sponsorships (visiting with sponsors and writing thank you notes, when appropriate)
- ❖ Fulfilling duties according to the rules set forth by the committee
- ❖ Provide basic wardrobes and wear appropriate Western attire when appearing on behalf of the Boulder County Fair, Livestock and Rodeo Show. All other functions, the Princess is expected to wear what is appropriate for the designated function, however, a felt hat, crown, buckle, and sash must be worn to all functions. In the arena, this will include:
 - Denim Jeans (denim must be dark and not faded with no split or frayed hems)
 - A long-sleeved western shirt
 - Felt hat and crown, belt, buckle, boots, and sash

At the end of my reign I will return the items listed below back to the Royalty committee that has been on loan to me:

1. Sarape
2. Crown
3. Chaps
4. Belt
5. Sashes

I, _____, understand and agree to follow the guidelines as outlined in the Boulder County Fair, Livestock, and Rodeo Royalty Handbook for the position of Boulder County Fair, Livestock and Rodeo Lady-in-Waiting.

I, _____, as legal guardian of _____
_____,

Understand and agree to the guidelines as outlined in the Boulder County Fair, Livestock and Rodeo Royalty Handbook for myself and my child to participate in the Boulder County Fair, Livestock and Rodeo Royalty program.

Royalty Coordinator: _____ Date: _____