APPENDIX A

Definitions

CMP
Committee Management Program

HOTFR
Heart O’ Texas Fair & Rodeo

EC
Executive Committee

BOD
Board of Directors

HOV
Heart of a Volunteer

HOVH
Heart of a Volunteer Honoree
HEART O’ TEXAS FAIR & RODEO
Committee Management Program

APPENDIX B
Committee Descriptions

Academic Rodeo Committee
Ambassador Committee
Animal Welfare Committee
Back Porch Club Committee
Calf Scramble Committee
Continuing Education Committee
Creative Arts & Education Committee
Design and Construction Committee
Golf Tournament Committee
Hometown Stage Committee
Information & Services Committee
Kick-off Committee
Kids Zone Committee
Lifetime Committee
Livestock Committee
Livestock Greeters Committee
Margarita & Salsa Festival Committee
Operations Committee
Pre-Sale Leadership Committee
Public Relations Committee
Rodeo Committee
Rodeo Express Committee
Scholarship Awards Committee
South 40 Expo Committee
Sponsorship Development Committee
Sweethearts Committee
Wine & Beer Garden Committee
Academic Rodeo Committee

Purpose:
The Academic Rodeo committee was established to provide another great way for the Heart O’ Texas Fair & Rodeo to support today’s youth in a competitive event while encouraging students towards academic success. Spelling, Math, Technology, Journalism and Art are all a part of the Academic Rodeo.

Duties:
- Creates the Academic Rodeo Catalog.
- Assists with the check-in and check-out process of each Academic Rodeo event.
- Facilitates all aspects of Academic Rodeo events from Spelling Bee to Western Heritage Art.
- Meet the needs/interests of our contemporary community.
- Provide opportunities to attract non-traditional Heart O’ Texas Fair & Rodeo audiences.
- Entertain fair-goers through an energetic, stimulating environment within the Extraco Creative Arts area.
- Support the youth of Central Texas.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Ambassador Committee

Purpose:
The Ambassadors Committee was established to provide HOTFR management with “assistants” to make sure sponsors and special fair guests were properly recognized and appreciated – to get out there and shake hands and say thank you when management is not available. Sponsorships are a vital part to the HOTFR’s budget and existence, and the Board recognizes the importance of acknowledging these people and encouraging their continued support.

Duties:
- Assist with promotions held during the Fair.
- Host dignitaries.
- Host “Night with the Entertainer” sponsors.
- Assist with cowboy check-in and cowboy hospitality.
- Ensure that all special guests and sponsors are received in a professional way and have all the proper accommodations to ensure that their time with us is a good one.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)
Animal Welfare Committee

**Purpose:**
The Animal Welfare Committee was established to provide the HOTFR with a group of knowledgeable professionals that can assist with the safety and wellbeing of all livestock on the property during the event.

**Duties:**
- Monitor all livestock including those in the petting zoo, Avenue of Breeds and Rodeo event stock.
- Assist with the daily feedings.
- Assess situations that arise regarding the health of any livestock.
- Ensure the safety of all livestock while on the grounds.
- Committee is appointed by CEO/President of the HOTFR
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Back Porch Club Committee

**Purpose:**
Committee members are responsible for the operation of all Back Porch Club facilities during the Fair, including setup, inventory control, equipment maintenance and enforcement of the Fair’s responsible alcohol management program. Additionally, their duties include acting as hosts during some official functions.

**Duties:**
- Set menu.
- Coordinate with ticket office on number of meals needed per night.
- Coordinate with concessionaires for special events.
- Assist with Night at the Rodeo.
- Coordinate and host special events hosting current Back Porch Club members.
- Set up and tear down of BPC area before and after events.
- Ensure all equipment is maintained.
- Ensure that the Back Porch Club is open throughout the Fair & Rodeo as well as other ticketed/special events.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)
Calf Scramble Committee

Purpose:
The Calf Scramble Committee was established to assist with the management of the Heart O’ Texas Fair & Rodeo Calf Scramble program, from selling sponsorships to facilitating the day of event activities during the All American ProRodeo Finals.

Duties:
- Sell and collect sponsorships.
- Sponsorship information sent to HOTFR office for invoicing and collection.
- Maintain a master list of sponsorships sold.
- Provide a list of each night’s sponsors for recognition during the event and to be included on the day sheet.
- Arrange for Scramble Cattle; advise contractor how many calves needed for each event.
- Solicit entries for the Calf Scramble.
- Coordinate meetings prior to event, arrange for speakers for each night of the event.
- Meet with contestants each night to review responsibilities to their sponsors, teach them to halter a calf, and review the rules of the event.
- Provide medical attention as needed after each event.
- Publicize results for competition, photograph to place in local newspapers.
- Monitor winner adherence to guidelines.
- Manage programs Facebook page.
- Ensure that the Heart O’ Texas Fair & Rodeo Calf Scramble program is successful in its mission to provide monies to be used towards the purchase of a show animal.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)
Continuing Education Committee

**Purpose:**
Provide financial assistance to students who have proven academic ability, leadership ability, financial need and meet the criteria or requirements of the program. Attempt to provide at least one scholarship to each of the public high schools and one scholarship among the private schools and build a permanent endowment fund to provide these scholarships.

**Duties:**
- Develop and implement fundraising projects.
- Work with HOTFR Staff on finances and investing money.
- Committeemen to work ticket booths during Sneak-a-Peak.
- Sell and collect sponsorships.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Creative Arts Committee

**Purpose:**
Responsible for the promotion, organization and management of the Creative Arts & Education programs which educate and involve the community through demonstrations, showcasing a variety of industry/hobby displays, and hosting unique competitions for youth/adults.

**Duties:**
- Development/revisions of CA&E Exhibitor Catalog
- Receive computer entries from Staff for CA&E competitions and contests
- Design building set-up for static displays, competitions, contests, and demonstrations
- Contract with industry/hobby associations for static displays
- Supervise the check-in/pick-up of entries for competitions & contests, conduct competitions/contests, distribute passes, coordinate judges, issue vouchers
- Overall supervision of building and activities
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

An Executive Committee is responsible for the overall direction of the committee.
Design and Construction Committee

Purpose:
Provide through the use of decorations and landscaping, a positive and festive environment for HOTFR guests to enjoy throughout the grounds and facilities of the HOTFR.

Duties:
- Work with staff in developing a comprehensive plan to meet the decorating and landscaping needs during the HOTFR.
- Secure the appropriate decorations according to the overall plan.
- Organize the setup and take down of decorations.
- Serve as liaison between the HOTFR and area nurseries providing landscaping, including plant delivery, placement and pick up.
- Develop a map for use during the HOTFR identifying the various landscaping locations.
- Develop and implement with staff a landscape watering schedule for use throughout the HOTFR.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Golf Tournament Committee

Purpose:
Provide an entertaining event where the people have the chance interact with rodeo celebrities

Duties:
- Develop and implement the fundraising project; including but not limited to securing tournament location and celebrity golfers.
- Sell and collect sponsorships.
- Promote event to businesses and individuals.
- Recruit new committeemen to work the event.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)
Hometown Stage Committee

Purpose:
The Hometown Stage Committee was established to recruit, promote, organize and manage activities for the Hometown Stage, providing entertainment for Fair goers.

Duties:
- Assist staff with identifying entertainment for the Hometown Stage.
- Manage schedule of acts
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Information & Services Committee

Purpose:
Greet fair-goers as they enter the gates and thank them for attending when they leave. Be available to hand out daily event flyers each day, and host a scavenger hunt. Make announcements on the PA system of the stage entertainment.

Duties:
- Work with staff in developing procedures and guidelines to be utilized during the HOTFR for the information area.
- Offer hospitality to all fairgoers.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)
Kick-Off Committee

Purpose:
The Kick-off Committee was created to host the parking party; an event that creates a buzz and exciting atmosphere to celebrate the start of the Fair.

Duties:
- Work with staff and developing all aspects of the Parking Lot Party and Kick-off Event.
- Assist in getting food, beverages and decorations, as well as, set-up and take-down.
- Assist with duties during the event.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Kids Zone Committee

Purpose:
The Kids Zone Committee was established to manage the Kids Zone tent and all the activities held in that area during the HOTFR, including but not limited to Mutton Bustin’, and Stick Horse Rodeo.

Duties:
- Assist with all aspects of the events held in the Kids Zone tent.
- Manage registration for each individual event.
- Provide a fun and safe environment for parents and participants.
- Encourage audience participation.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)
**Lifetime Committee**

**Purpose:**
Composed of past HOTFR Committeemen with a minimum of 15 years service to the HOTFR, this committee works to further HOTFR goals and purposes by conducting special studies for assigned projects and to make recommendations at the request of the Chairman of the Board. This committee may also serve as a source of advice and counsel at the request of the Chairman of the Board or a committee chairman, as well as fulfill other assigned Committeeman needs of the HOTFR.

**Duties:**
- Conduct special studies as assigned by the Chairman of the Board.
- Provide advice and counsel.
- Assist with Committeeman needs of the HOTFR as assigned.

**Livestock Committee**

**Purpose:**
Responsible for the promotion, organization and management of the HOTFR Livestock Show while promoting agriculture and providing an overall positive experience for participants.

**Duties:**
- Assist in the creation of the Premium catalog.
- Set up Office, Pen and Barn, assign stall assignments.
- Check in animals, distribute passes, coordinate judges, hand out vouchers.
- Results to media, show schedules, show logistics.
- Ingress and egress plans of facilities.
- Overall supervision of livestock activities.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

An Executive Committee has been established for the Livestock Committee with a group of leaders responsible for the overall direction of the committee.
Livestock Greeters Committee

Purpose:
To efficiently manage the livestock traffic of the participants, providing the stall assignments to livestock participants and being a resource for the livestock participant as questions arise.

Duties:
- Manage livestock traffic of participants.
- Provide stall assignments to participants
- Act as a resource for the participants.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Margarita & Salsa Committee

Purpose:
The Margarita & Salsa committee was established to assist with the management of the annual Margarita & Salsa Festival held at the Extraco Events Center.

Duties:
- Host Margarita Mondays.
- Assist with all promotions for the event.
- Assist with the decorations.
- Secure items for and facilitate the silent auction.
- Manage the water and soda tent, Salsaritaville area, contest area and the VIP area.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)
Multicultural Committee

Purpose:
The Multicultural Committee was established to assist the HOTFR management in their outreach efforts in the Central Texas community.

Duties:
- Schedule and facilitate promotional events held in Central Texas.
- Meet with community leaders to encourage outreach.
- Create and facilitate events during the Heart O’ Texas Fair & Rodeo.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Operations Committee

Purpose:
The Operations Committee was established to provide HOTFR management and staff assistance with the placement of all signage during the event.

Duties:
- Assist with the design of directional signage for the event.
- Assist with the placement and tear down of all event signage.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)
Public Relations Committee

Purpose:
The Public Relations Committee was established to assist the public relations efforts of the HOTFR management staff with emphasis on social media and email campaigns.

Duties:
- Assist with promotions during the Fair.
- Assist with the management of the HOTFR social media outlets.
- Assist with the collection of contact information for HOTFR use.
- Create and facilitate new promotions to be held prior to the event.
- Assist staff in the development of surveys.
- Conduct surveys throughout the Fair & Rodeo.
- Manage and compile all data received.
- Continue to evaluate and adjust the survey system.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Rodeo Committee

Purpose:
Provide quality rodeo product for HOTFR spectators and an overall positive experience for contestants.

Duties:
- Choose specialty acts.
- Work within approved budget.
- Choose stock contractor.
- Coordinate sound system/band.
- Hang sponsor signs in the arena.
- Coordinate the National Anthem, the grand entry, and the stick horse parade.
- Operate chute gates.
- Coordinate Mutton Bustin’.
- Day Sheets, Results to Media, Work with TV.
- Arena Dirt.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

An Executive Committee has been established for the Rodeo Committee with a group of leaders responsible for the overall direction of the committee.
Rodeo Express Committee

Purpose:
The Rodeo Express Committee was created to increase the overall experience of the HOTFR and to offer assistance to those that may have trouble getting to and from their vehicles.

Duties:
- Transport fairgoers to and from their vehicles on provided golf carts.
- Offer information and answer questions in regards to the event.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Scholarship Awards Program Committee

Purpose:
The Scholarship Awards Program Committee was established as a task force to monitor the disbursement of the continuing education scholarship program funds.

Duties:
- Review and assess all fundraising efforts.
- Assist with the selection of students to receive funds.
- Oversee the delivery of all funds from the scholarship fund.
- Assist with the planning and fulfillment of the Annual Scholarship Banquet.
- Committee is comprised of the President/CEO of the HOTFR, Vice President, Fair Division, Chairman of the Board, Chairman of the Continuing Education Committee and their appointed member, the Chairman of the South 40 Committee and their appointed member, the Chairman of the South 40 Expo Committee and their appointed member and 2 at large members appointed by the President/CEO.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)
South 40 Committee

Purpose:
Provide opportunities for young professionals to volunteer at activities related to the Fair and Rodeo to insure continued leadership in years to come. Develop fund raising activities for the Continuing Education Fund.

Duties:
- Manage all aspects of the Annual South 40 Outdoor Expo held at the Extraco Events Center.
- Manage all aspects of the South 40 Trail Fishing Tournament and the South 40 Shootout Championship.
- Assist with all promotions for the events.
- Assist with the set up and tear down of each event.
- Sell and collect sponsorships for the events.
- Secure funds for the Continuing Education Scholarship fund.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Sponsorship Development Committee

Purpose:
The Sponsorship Development Committee was created in an effort to assist the Sponsorship Development Department of the HOTFR to ensure that the needs of our sponsors are met and that we continue to build lasting relationships.

Duties:
- Assist with the planning and fulfillment of the Annual Sponsorship Appreciation Party.
- Assist with the fulfillment and delivery of sponsorship packages for the HOTFR and year round events.
- Follow up with sponsors regarding their sponsorship.
- Fulfill other requests put forth by the Sponsorship Development Department.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)
Sweetheart Committee

Purpose:
Committee members are responsible for the promotion, organization and management of the Heart O’ Texas Fair & Rodeo Sweethearts. The committee is also responsible for overseeing and organizing all Sweetheart activities throughout the year including Miss Heart O’ Texas Fair & Rodeo Queen’s contest.

Duties:
- Organize Sweetheart contest.
- Select Sweethearts.
- Organize Miss Heart O’ Texas Fair & Rodeo Queen’s Contest.
- Coordinate community service events.
- Manage community service hours.
- Provide educational opportunities.
- Oversee advanced ticket sells.
- Coordinate and arrange Sweetheart schedule during the Fair & Rodeo.
- Coordinate and arrange Sweetheart schedule during the Texas Circuit Finals.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)

Wine & Beer Garden Committee

Purpose:
The Wine & Beer Garden Committee was created to manage the Wine Bar & Beer Garden held at the HOTFR.

Duties:
- Create work schedules as needed to offer full coverage during hours of operation.
- Assist Heart O’ Texas Concessions with the purchase of the spirits that will be available.
- Decorate the Wine Bar & Beer Garden area.
- Manages all aspects of the area during hours of operation.
- Complete and submit by the Spring CMPOC Meeting of each year, an updated 3-year plan along with a progress report on the prior year. (See Appendix C)
- Complete and submit by June 30th of each year, a Progress/Status Report. This will include an overview of activities and their progress. (See Appendix C)
Want to make a difference in the community, meet new people and have fun all at the same time? Then the Heart O’ Texas Fair & Rodeo is looking for someone like you! You don’t have to be a cattle rancher or a rodeo competitor to become involved. You can join any of our 22 committees and help create the excitement and atmosphere of this annual event.

Our Committees

**Academic Rodeo** — organizes the Math & Spelling Bees plus other academic contests.
**Ambassadors** — provides extra service by recognizing special guests and sponsors.
**Back Porch Club** — provides added customer service to patrons of the Back Porch Club.
**Calf Scramble** — helps secure financial aid utilized by area kids in purchasing animals to show at the next year’s Fair.
**Continuing Education** — a year round committee, that helps raise scholarship funds for the youth of McLennan County.
**Creative Arts and Education** — provides demonstration, displays and competitive events that involve the Creative Arts.
**Design and Construction** — develops the festive look for the Extraco Events Center.
**Golf Tournament** — assist in one day, golf tournament with the stars of the rodeo.
**Hometown Stage** — recruit, promote, organize and manage activities for the Hometown Stage, providing entertainment for Fair goers.
**Information & Services** — provides general information for all visitors.
**Kick Off** — this group organizes a special event that celebrates the beginning of the Heart O’ Texas Fair & Rodeo.
**Kids Zone** — manages and facilitates all aspects of the Kids Zone, including Mutton Bustin’ and Stick Horse Rodeo.
**Livestock** — produces each livestock show and judging contest.
**Livestock Greeters** — makes sure each Livestock Show participant has a friendly and informative greeting upon their arrival.
**Margarita & Salsa Festival** — produces one of the greatest outdoor concerts in Central Texas.
**Operations** — works closely with the staff to ensure proper placement and design of the grounds layout and signage.
**Public Relations** — ensures that Central Texas knows what’s happening at the Fair, through social media outlets.
**Rodeo** — produces PRCA rodeo performances during the course of the Fair along with three performances during the RAM Texas Circuit Finals.
**Rodeo Express** — greets and transports guests to and from their vehicles during the Fair.
**South 40 Expo** — organizes the South 40 Outdoor Expo, which includes a BBQ Cook-Off and the South 40 Trail Fishing Tournament, raising money for scholarships.
**Sweethearts** — a year round committee, that helps local high school girls provide promotional support for the Fair & Rodeo.
**Wine & Beer Garden** — organizes, creates and maintains a fun atmosphere, specializing in Texas brewed wines and beers.

Our mission is to produce events for education, entertainment and agricultural experiences at the premier multi-use facility while giving back through youth scholarships and a positive economic impact to Central Texas.
Committeemen Benefits

Becoming a Committee Member provides certain perks. In return for your hard work, the Fair & Rodeo wants to say thank you for all that you do. As a Committee Member you will receive a benefit package valued at more than $500! Items include:

- **Credentials**—your credentials will allow you to come to the Fair for free for the entire 10 days of the Fair.
- **Parking**—as a committee person you will be allowed to park for free in a special parking area for the entire year at all events held at the Extraco Events Center.
- **Upcoming Event Information**—as a committee member, you'll be the first to know about new events coming to the Extraco Events Center through eblasts and the Extraco Events Center's quarterly newsletter, The Heartbeat.
- **Committee Member Appreciation Dinner**—each January the Fair & Rodeo's Executive Board cooks a great meal and presents special awards. Added entertainment is a bonus as the staff says thank you for all your hard work.

General Committee Policies

- Individuals must be at least 21 years of age to serve on a committee and receive committee memberships.
- Committee members are required to sell at least $500 in pre-sale tickets, Board of Directors are required to sell at least $250.
- Credentials are non-transferable and are for the exclusive use of the individuals to whom they are issued. The act of loaning, giving or selling badges to other individuals is strictly prohibited.
- The term VIP includes: members of the Executive Committee; members of the Board of Directors; officers, Committee Chairmen; Lifetime Committee Members and Sponsors.
- Any member/individual found to be duplicating or attempting to reproduce badges, parking permits or other similar items without written permission is subject to membership being suspended or permanently expelled from HOTFR Committee membership.
- Credentials issued which are stolen or lost may be replaced if the badge holder submits a written statement to the President/CEO's office documenting the extenuating circumstances. Depending on the circumstances involved, the Fair shall not be obligated to replace a badge that has been lost or stolen.
- Credentials shall be issued only to committee members, staff and individuals approved by members of the Executive Committee or their designee. Such badges shall be issued by the President's office for the expressed purpose of conducting daily duties, responsibilities, public relations endeavors and general promotion of the HOTFR.

- Credit card holder agrees to sign a Liability Release/Indemnity form and a Code of Ethics Acknowledgement form prior to receiving badge or beginning service as a HOTFR Committee member.
- Individuals issued credentials shall adhere to the rules, procedures and guidelines expressed herein. Under no circumstances shall individuals receive more than one (1) committee badge except as stated herein. Proven abuse of badge privileges shall be considered grounds for forfeiture of the badge and possible revocation of HOTFR privileges. Conduct of badge holders should always be positive and consistent with the aims, purposes, character and integrity of the HOTFR as outlined in the Committee Management Program Vision Statement and Code of Ethics.

Code of Ethics

**Purpose**

The reputation for fairness and excellence depends on the collective commitment of our directors, officers, committee members and employees working together in a manner that merits trust and confidence from our customers, communities, and most importantly, the youth we serve. The purpose of this document is to convey these basic principles of conduct.

**Objective**

The primary objective of this document is to reinforce accountability for responsible and mature behavior in all who represent our organization.

**Standards of Conduct**

- All persons professionally associated with our organization are expected to adhere to the spirit and the letter of all laws, rules and regulations. Illegal or unethical actions are unacceptable, and willful violation of the substance, intent, or implementation of this document will be grounds for appropriate disciplinary action.
- Each employee or committee member must manage business affairs so as to avoid situations that might lead to conflict of interest, or even suspicion of conflict, between one's self-interest and one's obligation to our organization or its customers. An individual's position must never be used, directly or indirectly, for private gain, to advance personal interests or to obtain favors or benefits for himself/herself.
Code of Ethics Continued.

- Each employee or Committee member must keep the interest of the HOTFR foremost in mind while providing assistance to spectators, performers and participants of the HOTFR.
- Each employee or Committee member must give, to the best of his/her ability, comprehensive and thorough support of the respective committee membership.
- Each employee or Committee member must acknowledge and support the proper and authorized uses of HOTFR equipment and resources.
- Each employee or Committee member must thoroughly understand the needs of the respective committee before proceeding with recommendations.
- Each employee or Committee member must be honest and trustworthy, avoid harm to others, be fair and not discriminate and respect the privacy of others.
- Each employee or Committee member must avoid the consumption of alcoholic beverages before coming on duty or while on duty.
- Each employee or Committee member must avoid making financial commitments for the HOTFR without advance approval by HOTFR management.
- All statements to the media are to be approved by the president, or appointee of the HOTFR management team.

**Monitoring the Code of Ethics**

Responsibility, with commensurate authority for communicating and assuring compliance of the Code of Ethics, is placed with the President along with the Board of Directors and Committee Chair. The Board of Directors’ Executive Committee or Committee Chair shall act as a peer review committee to review any instance of misconduct, impropriety, or the appearance of either.

**Policy Review**

No less than annually, this policy shall be reviewed by management with recommended changes presented to the Board of Directors.

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Release of Liability

In consideration for being allowed entry into and participation in activities (the “Activities”) associated with the Extraco Events Center and the Back Porch Club (collectively, “HOTFR”), the undersigned hereby releases and discharges HOTFR, their insurance carriers, their legal representatives, their present and former corporate parents, subsidiaries, affiliates, predecessors, and successors; their present and former directors, officers, employees, agents, and representatives, and the respective heirs, administrators, executors, successors, and assigns of any of the foregoing (collectively, the “HOTFR Parties”) from any and all claims, causes of action, suits, or demands for personal injury, death or property damage accrued or to accrue in the future, known, or unknown relating to or arising out of any negligent, grossly negligent, and/or intentional acts on the part of the undersigned in connection with the undersigned’s entry into and participation in the Activities. The undersigned further agrees, on behalf of himself/herself and on behalf of any and all of his/her heirs, successors and assigns, to DEFEND, INDEMNIFY and HOLD HARMLESS the HOTFR Parties from and against all claims, demands, or causes of action for personal injury, death or property damage, including without limitation, all costs, expenses and legal fees incurred in defending the same, made by, or through the undersigned, or on his/her behalf, relating to or arising out of any negligent, grossly negligent and/or intentional acts on the part of the undersigned in connection with the undersigned’s entry into and participation in the Activities. The undersigned warrants that he/she has read this Agreement and fully understands it to be a release of all claims, known or unknown, present or future, that he/she has or may have against the HOTFR.

---

Contact Information

Morgan Smart
Coordinator of Fair Events
254-224-8288  Morgan@hotfair.com
Heart O’ Texas Fair & Rodeo
Committeeman Application Form
(Please fill out completely)

Personal Information:
Full Name: ___________________________ Middle Initial: ___ Last Name: ___________________________ Date of Birth: __/__/____ Sex: M___ F___
Mailing Address: ___________________________________________ City: ___________________________ State: __________ Zip: __________
Cell Phone: ___________________________ E-mail Address: ___________________________
Business/Firm Name: ___________________________ Your Title/Position: ___________________________ Bus. Phone: ___________________________
Referred by: ___________________________

Committee Selection:
First Committee Choice: ___________________________________________
Second Committee Choice: _________________________________________
Third Committee Choice: _________________________________________

Rules and Regulations (Please Initial):
_____ I acknowledge that I have reviewed and fully understand the Release of Liability and Indemnity Agreement to be a release of all claims, known or unknown, present or future, that I have or may have against the HOTF&R.
_____ I acknowledge that I have reviewed the Code of Ethics Policy and agree to abide by its standards.
_____ I understand if accepted as a Committeeman of the HOT Fair that I must abide by all the rules, regulations and policies and promise to do so. I also understand that being a Committeeman is for me, as an individual, and may neither be transferred nor assigned. In accordance with its Code of Ethics the HOT Fair reserves the right to revoke Committeeman status.

Please note: Applying as a Committeeman does not guarantee committee appointment.

Signature of Applicant: ___________________________ Date: ___________________________

RECOMMENDED FOR COMMITTEEMAN STATUS BY: (two signatures required)

Chairman Name: ___________________________
Signature: ___________________________
(Chairman, Vice Chairman or Committeeman)

Committee Member Name: ___________________________
Signature: ___________________________
(Chairman, Vice Chairman or Committeeman)

FOR OFFICE USE ONLY

Application Received: __________ Welcome Packet Sent: __________
1st Choice Approval Request Sent: ________ Approved: ________ Denied: ________
2nd Choice Approval Request Sent: ________ Approved: ________ Denied: ________
3rd Choice Approval Request Sent: ________ Approved: ________ Denied: ________
HEART O’ TEXAS FAIR & RODEO
Committee Management Program

Committee Action Plans
Due Date of the Spring CMPOC Meeting of Each Year

Date: ______________________   Committee: ______________________

Chairman: __________________  Vice Chairman: __________________

Mission:

Goals:

Year One Action Plans
Action:

How to accomplish:

Action:

How to accomplish:

Action:

How to accomplish:
(Committee Action Plans, continued)

**Year Two Action Plans**

**Action:**

**How to accomplish:**

**Action:**

**How to accomplish:**

**Action:**

**How to accomplish:**

**Year Three Action Plans**

**Action:**

**How to accomplish:**

**Action:**

**How to accomplish:**

**Action:**

**How to accomplish:**
HOTFR Committee Management Program
Due Date of the Fall CMPOC Meeting of Each Year

Fair Review Report

<table>
<thead>
<tr>
<th>Name of Committee</th>
</tr>
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<table>
<thead>
<tr>
<th>What Went Well:</th>
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<thead>
<tr>
<th>Suggested Changes/Improvements:</th>
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<thead>
<tr>
<th>Recommendations for Capital Expenditures or Additional Expenses for the Next Fair:</th>
</tr>
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<tbody>
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</table>

Committee Chairman: ____________________  Date: ____________
HOTFR Committee Management Program  
Due Date of June 30th of Each Year  
Progress/Status Report

Name of Committee

<table>
<thead>
<tr>
<th>Activities Completed:</th>
</tr>
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<tbody>
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<tr>
<th>Pending Obstacles:</th>
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<tr>
<th>Items Requiring Immediate Attention:</th>
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<tr>
<th>Overall Status of Committee Plan:</th>
</tr>
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<tbody>
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<tr>
<td></td>
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</tbody>
</table>

Committee Chairman: ____________________ Date: ___________
Nomination Form
Year End Awards

Please list your nominations below:

Committeeman of the Year (from your committee): __________________________________________
Rookie of the Year (from your committee): ________________________________________________
Special Recognition Award (from your committee): __________________________________________
Comments: __________________________________________________________________________
____________________________________________________________________________________

*Committee of the Year: __________________________________________________________________
*Chairman of the Year: ____________________________________________________________________
**Director of the Year: ____________________________________________________________________
Additional Comments: ___________________________________________________________________
____________________________________________________________________________________

Signed: ___________________________ Date: _____________________________

Please return this form to Morgan Smart.

====================================================================================================

* COMMITTEES/CHAIRMEN:
List of current committees and Chairmen

**BOARD OF DIRECTORS:
List of current Board of Directors
What is the Purpose?
The purpose of the Heart of a Volunteer Honoree (HVH) Program is to recognize those individuals who have gone above and beyond the call in serving to the Heart O’ Texas Fair and Rodeo or the Extraco Events Center.

Who is eligible?
Anyone. HVH has no limits on who is eligible to receive recognition. The person may be a volunteer, board member, public official or just a regular citizen. The person must have made a significant contribution to the Heart O’ Texas Fair and Rodeo or the Extraco Events Center.

How is a HVH recipient selected?
Nomination forms may be obtained through the Heart O’ Texas Fair and Rodeo Office. The forms along with a 3 by 5 picture (head and shoulders) of the person must be returned to the Fair Office no later than August 15th. A selection committee reviews all nomination forms and makes selections. There is no set number of recipients. Selections are based on contribution, number of years of service, volunteer spirit and leadership.

How is a HVH recipient honored?
Each year at the annual fair and rodeo, during the rodeo performance, the HVH recipients will be recognized and honored. In addition the recipient will be presented a plaque. Also, the recipient’s name will be permanently displayed on the Wall of Honor in the Extraco Coliseum.

When is a HVH Recipient notified?
The Recipient as well as the nominating person will be notified by mail no later than September 15th of each year. Accompanying the congratulation letter will be instructions about the recognition ceremony.

Please return the nomination form to the following address:

Melinda Moss
Extraco Events Center
4601 Bosque Blvd.
Waco, TX 76710

Nomination Forms Are Due By August 15th
Heart of a Volunteer
Nomination Form

Nominee’s Name: ________________________________________________________________

Address: ___________________________________________ City: _______ State: ___ Zip: _____

Phone Number: ( ) ___________________ Email: ________________________________

Is this person deceased? (Circle one) Yes No

Has the nominee been a volunteer, director, sponsor, etc. for the Fair & Rodeo? (Circle one) Yes No

If so, please list years of service and activities. Attach additional pages if necessary.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

What is the nominee’s other volunteer activities? (Local, Regional, State, National) Attach additional pages if necessary.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Please attach a one page narrative answering these two questions:

1. What significant contribution has the nominee made to the Heart O’ Texas Fair & Rodeo or the Extraco Events Center?
2. Why do you think the nominee deserves this honor?

Person making the nomination: ___________________________ (Signature)

(Print)

Address, City, State, Zip: __________________________________________________________

Phone Number ( ) ___________________________ Email: ___________________________________
Heart O’ Texas Fair & Rodeo  
Committee Management Program

Disciplinary Action Form

**NAME:**

**COMMITTEE:**

**INFRACTION:**

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION OF OFFENSE:** (Use back of the form if needed.)

**RECOMMENDED DISCIPLINARY ACTION:**

**DISCIPLINARY ACTION TAKEN:**

**COMMITTEE CHAIRMAN:**

**DATE:**

**COMMITTEEMAN:**

**DATE:**

**CMP COMMITTEE CHAIR:**

If signed by CMPOC Chair, then the above recommended disciplinary action is approved by a majority vote of the CMPOC. Changes in action will be reflected in Disciplinary Action Taken.

**CMPOC CHAIRMAN:**

**DATE:**
1. TYPES OF EMERGENCIES
   Fire, bomb threat, explosion, severe weather, other accidents/disasters

2. PURPOSE OF PLAN
   To provide basic information, procedures and a plan of action to protect life and property in the event of an emergency as defined above.

3. COORDINATION OF EMERGENCY ACTIONS
   In the event of an emergency, the first individual(s) at the scene should immediately call EEC/HOTFR Security/EMS or 911 if needed. Once that has been done, HOTFR Security should take any immediate action deemed necessary and then contact the security supervisor on duty. The security supervisor should first contact President/CEO (Wes Allison), or in his absence Vice President of Operations/COO (JD Ewing) or Vice President of the Fair Division (Dustin Coufal). If none can be reached by telephone, the Executive Assistant (Melinda Moss) should make immediate contact by phone or radio. Once contact has been made, information should be provided to the Executive Assistant (Melinda Moss).

4. MEDIA RELATIONS
   A. Information to the news media of the public concerning emergency activities will be released by the Heart O’ Texas Fair & Rodeo by the President/CEO and the Public Relations Officer for EEC/HOTFR Security. Employees/Volunteers will direct all inquiries to the Executive Assistant, who will be stationed in the fair office on the south end of the Extraco Coliseum, to prevent speculation, conjecture, and subsequently the release of misinformation.
   B. All representatives of the news media should also be directed to the VP, Marketing and Sponsorship Development (Charva Ingram).
   C. If an emergency should occur, inquiries will most likely be received from friends and relatives concerning the welfare of people in attendance and employees. All inquiries of this nature should be referred to the Executive Assistant/Office Manager (Melinda Moss).
   D. The Executive Assistant, in the event of an emergency during the Show, will notify the appropriate individuals responsible for the public address system in each section to make an appropriate announcement ONLY upon the direction of the President/CEO, or in his absence VP of Operations/COO. If an evacuation is authorized, the VP of Operations will coordinate and execute the Extraco Events Center evacuation plan.
E. At the direction of the President, the Marketing & Public Relations – Division Manager/WPD Media Relations Officer may read written statements concerning the emergency situation to the media.

5. GENERAL EMPLOYEE/VOLUNTEER EMERGENCY INFORMATION PROCEDURES

A. In an emergency situation, Extraco Events Center and Heart O’ Texas Fair & Rodeo employees/volunteers should always conform to the policies/procedures documented herein.

B. During an emergency, remain calm and do not panic. All employees/volunteers should report immediately to their assigned office or work area and await instructions/information from the manager in charge of their department.

C. In the event of an emergency situation an employee first on the scene should call EEC/HOTFR Safety/First Aid/EMS immediately if needed and then inform EEC/HOTFR Security, President/CEO and the VP of Operations respectively. The President or his appropriate designee will coordinate emergency actions and will notify the VP of the Fair Division and the Chairman of the Board as soon as possible.

D. If an emergency arises, the President will assemble the EEC’s management staff to assess/evaluate the situation as soon as feasible. This will provide an opportunity to devise an organized plan of action and procedures to handle the emergency.

E. The President/CEO or his appropriate designee will be responsible for notifying the insurance company and attorneys as needed.

F. All employees who have radios assigned should familiarize themselves with all radio operations procedures in order to avoid confusion during an emergency. If an emergency arises, precautions should be taken in transmitting information on the radio that is considered confidential or private.

G. In the event of an emergency, radios should be turned to Channel 6 (six).

H. If an emergency exists, employees are requested not to converse on their assigned radios unless they are communicating vital information. Radio conversation during an emergency should always be specific and kept to a minimum.

I. Employees/Volunteers should direct all inquiries concerning emergency activities to the VP of the Fair Division or his designee to prevent speculation, conjecture and subsequent release of misinformation. Regardless of the circumstances, it is strictly against Extraco Events Center and Heart O’ Texas Fair & Rodeo policy to serve as a spokesperson or make statements to the public/media without being specifically authorized to do so by the President.

J. Employees/Volunteers should direct members of the media to Gate 1 to meet with the VP of Marketing and Sponsorship Development to ensure that all information released is correct and consistent. This will also allow other employees to perform their assignments in an efficient manner without interruption.

K. The management staff of the Extraco Events Center or Heart O’ Texas Fair & Rodeo will be responsible for the following specific assignments, at the direction of the President, in addition to other responsibilities which may be delegated.

1. JD Ewing will serve as the liaison with Security/Gate/Parking Staff to determine gates to be closes, control incoming and outgoing traffic and shut off utilities as necessary.
2. Wes Allison, or in his absence, Charva Ingram, will be responsible for media/public relations activities previously defined.

3. JD Ewing, or in his absence, David Smith, will be responsible for coordination and executing the evacuation plan if needed. Also, he is responsible for sealing off the area, section and/or equipment involved and for filing an emergency report of the incident in President/CEO’s office.

4. Melinda Moss will serve as liaison with the individuals involved, police, and area hospitals to obtain the names and condition of those involved. This information will be complied and provided to Dustin Coufal.

5. The President/CEO or his appropriate designee will be responsible for securing funds as feasible and for designing and coordinating a plan to provide ticket refunds if deemed necessary.

L. Total or partial evacuation of the Extraco Events Center may be authorized only by Wes Allison, or in his absence, JD Ewing, Dustin Coufal, David Smith, or Melinda Moss.

M. During non-duty hours in Show facilities or at Show related activities, any employee or individual associated with the Extraco Events Center should, in the case of an emergency, first call 911 and then one of the following in the order listed: Wes Allison, JD Ewing, Dustin Coufal, David Smith, or Melinda Moss. These individuals should be contacted at home if necessary. See emergency telephone numbers listed herein.

N. In the event of an emergency at the carnival during the Show, the Carnival Operator should immediately call 911, if needed, and notify EEC/HOTFR Security, EEC/HOTFR President and the VP of Operations or his appropriate designee. He should then proceed immediately to seal off the area and take other safety and/or emergency measures deemed appropriate. The management staff of the Show will coordinate the emergency actions defined herein in conjunction with the Carnival Operator.

O. If an emergency occurs while the Show is in progress during event activities in the Coliseum, employees should immediately contact the President or VP of Operations or his appropriate designee.

P. In the event of an emergency, all Officers and Executive Committee Members who are on the grounds or in Show facilities should report immediately to the Board Room for a briefing of the situation when feasible. Officers and Executive Committee Members are requested not to make statements to the media or public unless requested to do so by the President.

6. BOMB THREAT

A. Telephone Operator Procedures:
   1. All employees serving as telephone operators should familiarize themselves with the procedures and checklist documented herein.
   2. The operator receiving the call should attempt to keep the party on the line as long as possible and complete the checklist.
   3. As soon as the caller hangs up, contact the President, the VP of Operation, EEC/HOTFR Security Supervisors and VP of the Fair Division. Contact should be made immediately and in private.
   4. The President or his appropriate designee will handle the situation as deemed necessary.
B. Search Action:
Search Action will be initiated by the President, Extraco Events Center employees designated by the President, VP of Operations, and EEC/HOTFR Security immediately upon receiving a threat, but in as discreet a manner as possible to avoid alerting or unduly alarming the public. Any suspicious objects which may be an explosive device must not be disturbed in any manner by anyone other than qualified bomb disposal personnel of the MSO.

C. Evacuation:
Evacuation may be authorized only by the President, or in his absence, VP of Operations, VP of the Fair Division, CFO, or Executive Assistant, based upon the recommendation of appropriate security on duty at the scene.

In the event of a disaster or similar emergency at the Heart O’ Texas Fair & Rodeo, the Events Center has been divided into three sections: Coliseum, Show Pavilion, and Grounds/GE/CA. Emergency evacuation information for each of these areas is as follows.

1. Emergency in Coliseum:
The building is equipped with strobe lights, warning signals and an automated/manual audio system which provides evacuation and/or other verbal instructions. The WFD Fire inspectors and security will assist Show management as needed.

2. Emergency in Show Pavilion:
The building is equipped with a sound system designed to provide complete coverage to persons in all areas of the facility. The facility’s sound system will provide evacuation and/or other verbal emergency instructions as needed.

3. Emergency on Grounds/GE/FA:
The house paging system and/or supplemental sound system will be used to provide emergency and/or evacuation instructions. The WFD fire inspectors and security will assist Show management as needed.

In the event an object suspected of being an explosive device is detected, bomb disposal assistance may be requested.

Appropriate security will, upon arrival at the scene of the suspicious object, assume command of the scene and provide their professional advice as to the best possible action to be followed in determining the contents of the object and their recommendations as to the necessity for a partial or complete evacuation. In the event evacuation or partial evacuation is authorized, the evacuation plan will be utilized.

7. Security Contingency Plan
A. In the event of a critical incident/disaster occurs, a 10-33 will be broadcast over the radio.
B. The officer broadcasting the 10-33 will give the location and site assessment.
C. The location of the incident will determine whether the incident is handled by the Police Department or the Sheriff’s Office.
D. The area of the incident will be cleared of all persons to reduce any further risk of harm.
E. The incident commander will be the person in charge of security in for the affected area.
F. The person in charge of security in the non-involved area will coordinate the outer perimeter, media relations, Parent pickup area, staging area, and command post.

8. CALL OUTS (report to designated area if applicable to the situation)
   A. Dispatch (send additional manpower if needed)
   B. East Texas Medical Service
   C. Waco Fire Department
   D. Waco Special Operations Unit
   E. Waco Special Crimes Unit, MSO Crime Scene Unit
   F. MSO Bomb Squad
   G. News Media Information Officer

9. NOTIFICATIONS
   A. Chief of Police – Brent Stroman
   B. McLennan County Sheriff – Parnell McNamara
   C. City Manager – Dale Fisseler
   D. County Judge – Scott Felton
   E. Fire Chief – John Johnston
   F. Waco/McLennan Co. Emergency Management – Frank Patterson
   G. Hillcrest and Providence Hospitals
   H. Texas Department of Public Safety

10. LOGISTICS
    A. Arriving equipment/personnel
        1. Ambulances sent to triage area
        2. Police, Sheriffs, and Fire will be sent to staging area at gate.
        3. The First arriving Waco Police Supervisor will be in charge of staging area at gate 10 (located at the northwest corner of the Extraco Show Pavilion on the Lake Air side of the grounds).
    B. Media will be sent to gate 1 (large main gates in 4600 block of Bosque) where the VP of Marketing and Sponsorship Development and a public information officer will be assigned.
    C. A child pickup area will be established at gate 2 (the main walk through gate near Bosque in the large Bosque parking lot). Multiple Officers will be assigned to this area.
    D. Triage will be established at a safe location near the incident. The Coliseum, Creative Arts, or the Show Pavilion may be used depending on the location of the incident.
    E. All gates will be secured with an officer. No one without official purpose will be allowed on the Events Center.
    F. Command post will be established.
    G. Witnesses will be detained and taken to an area for debriefing, if applicable.

11. WEATHER RELATED DISASTER PLAN
    In the event of severe or life threatening weather approaching the Heart O’ Texas Fair & Rodeo:
    A. HOTFR Fair Security Supervisors and Staff Officials, report to the Coliseum Office, to monitor weather and decide on action plan if warranted.
    B. All Officer/Deputies shall be notified of weather conditions that could potentially affect the event.
C. Emergency management will be contacted for further weather information, and assistance if needed. Frank Patterson 254-750-5911, 254-808-2911, 254-715-8911.

**In the event severe or life threatening weather is imminent:**
A. Carnival Office will be notified to close all rides and booths.
B. Deputies will ensure all booths in the front portion of the grounds are closed, to include the General Exhibits Bldg and the Creative Arts.
C. Officers/Deputies will ensure all exhibitions in the equine center are stopped, and the building is cleared of all persons.
D. Officers will clear the midway area of all persons.
E. Visitors and employees will be directed to the hallways of the coliseum, away from the glass entryways (the area under the bandstand may be used if available). Neither the arena nor the coliseum’s spectator seating areas are suitable for occupation during severe or life threatening weather.
F. Those persons wanting to leave, may leave, but must proceed to their vehicle and leave the property immediately.
G. Announcements will be made in the coliseum, informing all persons of the current weather conditions.
H. Once the threat has passed, the supervisors will notify the Officer/Deputies and employees to return to normal operation. Announcements to visitors in the coliseum will be made.

**Should the HOT Fair & Rodeo be affected by a weather related disaster, the 2016 HOT FAIR EMERGENCY PLAN (attached) should be put into effect.**

| Waco Police Department: Clayton Williams 254-206-0774 |
|---|---|
| McLennan County Sheriff’s Department: Will Stevens 254-640-0525 |

**Extraco Events Center/HOT FAIR & RODEO STAFF:**

- Wes Allison 254-717-0429 President, CEO
- Melinda Moss 254-495-7914 Executive Assistant to the President, Office Manager
- JD Ewing 254-379-3273 VP, Operations
- Dustin Coufal 254-366-8100 VP, Fair Division
-Charva Ingram 254-495-0779 VP, Marketing and Sponsorship Development
- Kathy Tatum 254-722-2178 Director, Business Management
- David Smith 254-292-0016 Director, Facility Services
- Denni Silveira 254-366-1955 Director, Sponsorship Development
- Vicki Hobbs 254-722-1894 Director, Competitive Events & Commercial Exhibits
- Christy Jones 254-709-5193 Director, Entertainment
- Ashley Whatley 254-722-2204 Coordinator, Sponsorship Development
- Morgan Smart 254-223-1902 Coordinator, Fair Events
- Missy Waters Manager, Ticket Operations
- WH Terry 254-495-1201 Parking Supervisor
- Randy Levy 254-493-0890 Gate Supervisor
- Clayton Hall 254-366-4288 Concessions Manager
**TELEPHONE OPERATOR PROCEDURES**

**BOMB THREAT**

*INSTRUCTIONS:* Be calm. Be courteous. Listen, do not interrupt the caller. If possible, notify another operator by a pre-arranged signal while caller is on the line.

Name of operator: ______________________________

Time: ___________  Date: ______________  Caller ID # ________________

**Caller’s Identity:**

<table>
<thead>
<tr>
<th>Male: _____</th>
<th>Female: _____</th>
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<tr>
<th>Adult: _____</th>
<th>Juvenile: _____</th>
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Approximate Age: _____

**Origin of call:**

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<th>Local: _____</th>
<th>Long Distance: _____</th>
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</table>

<table>
<thead>
<tr>
<th>Booth: _____</th>
<th>Internal: _____</th>
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</table>

**Exact words of caller:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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<tr>
<th>Voice Characteristics:</th>
<th>Speech:</th>
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<tbody>
<tr>
<td>_____Loud</td>
<td>_____Soft</td>
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</tbody>
</table>

| _____High | _____Deep | _____Distinct | _____Distorted |

| _____Raspy | _____Pleasant | _____Stutter | _____Nasal |

| _____Intoxicated | _____Other | _____Slurred | _____Lisp | _____Other |

**Accent:**

<table>
<thead>
<tr>
<th>Local: _____</th>
<th>Not Local: _____</th>
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<table>
<thead>
<tr>
<th>Foreign: _____</th>
<th>Region: _____</th>
</tr>
</thead>
</table>

| Race: _____ | Foul: _____ | Other: _____ |
|-------------|-------------|

**Manner:**

<table>
<thead>
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<th>Angry: _____</th>
<th>Rational: _____</th>
<th>Irrational: _____</th>
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<tr>
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<th>Incoherent: _____</th>
<th>Deliberate: _____</th>
<th>Emotional: _____</th>
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<table>
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<tr>
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<th>Laughing: _____</th>
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</table>

**Background Noises:**

<table>
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<tr>
<th>Factory Machines: _____</th>
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<th>Bedlam: _____</th>
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<table>
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<tr>
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<th>Quiet: _____</th>
<th>Office Machines: _____</th>
<th>Voices: _____</th>
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</table>

<table>
<thead>
<tr>
<th>Voices: _____</th>
<th>Mixed: _____</th>
<th>Airplanes: _____</th>
<th>Street: _____</th>
</tr>
</thead>
</table>

**Traffic:**

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<th>Party Atmosphere: _____</th>
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General Suggestions in Case of a Bomb Threat

Pretend difficulty with hearing.
Keep caller talking if possible.

Ask questions like:

When will it go off? Time: _____
   Time remaining: _____

Where is it located? Building: __________
   Area: ______________

What kind of bomb is it? ______________

Where are you now? ______________

How do you know so much about the bomb?
______________________________________________________________________________
______________________________________________________________________________

What is your name and address?
______________________________________________________________________________
______________________________________________________________________________

If building is occupied, inform caller the detonation could cause injury or death. Did caller appear familiar with building by his description of the bomb location? Write out the messages in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Information Reported to: _________________________________________________________

Time and Date: ___________________________________

IMPORTANT

Keep the checklist readily available so it may be obtained immediately. Complete as much of the checklist as possible, paying particular attention to tone of voice, accent, and background noise.

Do not discuss the call at the switchboard or with anyone else except those mentioned above. It is extremely important to follow all procedures as outlined.