

2020

CONTEST PACKET



SPECIAL BAKING CONTESTS

Angel Food Cake &
Apple Pie

KEVIN BIEBER

484-256-8009

KBieber@BBandT.com

Chocolate Cake &
Junior Baking

KAREN DOBSON

610-212-6180

kardob@msn.com

INTENT TO PARTICIPATE
RESPOND BY: FEB 15



2020 PSACF Baking Contests

Angel Food Cake Apple Pie Chocolate Cake Junior Baking Cookies-Brownies-Bars

Angel Food Cake / Apple Pie:

Kevin Bieber, Cell: 484-256-8009

Email: KBieber@BBandT.com

Junior Baking Cookies-Brownies-Bars / Chocolate Cake

Karen Dobson, Cell: 610-212-6180

Email: kardob@msn.com

FAIR PARTICIPATION REQUIREMENTS

- ☐ Advertise the **2020 Official Contests Rules** in your Fair's Premium Book.
- ☐ Publish **Pre-Contest Press Releases** prior to the Contest. (*newspaper, website, social media, etc. Samples provided within; also available at www.pafairs.org (Members/Baking Contest)*)
- ☐ **Accept entries only from contestants who have not won 1st place** at any other fair in 2020 for that particular PSACF Special Baking contest. (*i.e. "once and done" – once a person wins 1st place in one contest, they cannot compete in that same contest for the rest of 2020*)
- ☐ **Display all contest entries. Include Sponsor signage**, if applicable. (*distributed by PSACF*).
- ☐ Keep an **accurate count** of all special baking contest entries.
- ☐ Determine **only one 1st-place, one 2nd-place, and one 3rd-place winner each for the contests** according to the Judging Criteria listed in the 2020 Official Contest Rules (*see attached*).
- ☐ Publish **Post-Contest Press Releases** announcing the Contest winners. (*newspaper, website, social media, etc. Sample provided; also available at www.pafairs.org (Members/Baking Contest)*)
- ☐ Certify the 1st place winners on the **Farm Show Certification Forms** (*1-page form*)
If the 1st place winner is not attending the PA Farm Show, certify the next place winner (as long as that individual has not won 1st place at another Fair). We want to see as many fairs represented at Farm Show as possible!
- ☐ Give the **Farm Show Certification Forms** to the winning representative by **November 15**.
- ☐ Submit only the "**Contest Summary Report**" to the appropriate PSACF coordinator by **November 15**. (*Available at www.pafairs.org*) **Premium monies will be distributed after November 15** based on the 1st, 2nd and 3rd place winners listed on each Contest Summary Report. No premiums will be distributed if Fairs do not submit the Contest Summary Reports.

Any Fair not complying with the above will be ineligible for funding for the 2020 Contests.

PSACF RESPONSIBILITIES

Provide the following to each Fair that **submits an Intent to Participate form by February 15**:

1. **Official Rules and Contest Requirements**
2. **Logo Artwork** for contest announcements
3. **Premium monies** for Fair's Family Living Area for applicable baking contests.
(Angel Food = \$50; Apple Pie = \$0; Chocolate Cake = \$0; Junior Baking Cookies-Brownies-Bars = \$45)
4. **Contest Summary Form** – Fair to complete and returned to Contest Coordinator by Nov. 15.
5. **Farm Show Certification Forms** - Fair to give to the winners immediately after the local contest
6. **Samples of official Contest Press Releases**
7. **Courtesy Mailing** (*to the certified winners*) about the upcoming PA Farm Show competition

NOTE: Any baking contest ribbons are at the discretion of the Fair

2020 PSACF SPECIAL BAKING CONTESTS PARTICIPATION FORM

PRINT FORM or SUBMIT ONLINE

RESPOND BY FEBRUARY 15, 2020

FAIR NAME:

Our Fair agrees to advertise and conduct a baking contest in the following categories:

(check all that apply)

☐

Blue Ribbon Apple Pie Contest

☐

Homemade Chocolate Cake Contest

☐

Incredible Angel Food Cake Contest

☐

PA Preferred Junior Baking Cookies-Brownies-Bars Contest

☐

I verify that our Fair has the official Angel Food Cake and PA Preferred Jr Baking sponsor banners

(If NO, contact the contest coordinator listed below)

CONTACT
PERSON:

(person who should receive all future correspondence and materials related to the contest(s))

EMAIL:

MAILING
ADDRESS:

Street or PO Box:

City:

State:

Zip:

(for mail delivered by US Postal Service)

PHONE day: (_____) _____ - _____

PHONE eve: (_____) _____ - _____

I have reviewed and agreed to the attached 2020 Fair Participation requirements for each contest checked above.

I understand that

- the Fair will only receive sponsored premium monies for the Angel Food Cake and the PA Preferred Junior Baking Cookies, Brownies and Bars contests. Any Fair premium monies for the Blue Ribbon Apple Pie and the Homemade Chocolate Cake contests are at the discretion of my Fair.
- premium monies will be distributed after November 15 based on the 1st, 2nd and 3rd place winners listed on each Contest Summary Report. No premiums will be distributed if our Fair does not submit the Contest Summary Reports.
- all ribbons for the PSACF Special Baking Contests are at the discretion of my Fair.

Signature

Date

If the Fair is conducting any of the above contests, this Form must be signed and returned
by February 15, 2020 in order to receive contest materials.

SUBMIT OPTIONS:

Mail: Karen Dobson, 9 Ebelhare Rd., Pottstown, PA 19465

Scan & Email: kardob@msn.com

Online <https://forms.gle/gGtWexJ6vj4TQEVJ6> (Google Forms)

For Questions or Concerns, Contact:

ANGEL FOOD CAKE or APPLE PIE

Kevin Bieber, Cell: 484-256-8009

Email: KBieber@BBandT.com

JUNIOR BAKING COOKIES-BROWNIES-BAR or CHOCOLATE CAKE

Karen Dobson, Cell: 610-212-6180

Email: kardob@msn.com



ANGEL FOOD CAKE CONTEST RULES

1. Open to any individual **amateur** baker who is a Pennsylvania resident. One entry per person.
2. Entrants may **NOT** have won 1st place in this Angel Food Cake contest at any other fair in 2020.
3. Entry must be **an Angel Food Cake** made from “scratch”. **All ingredients and decorations must be edible.**
4. **Pennsylvania produced & packed eggs** are requested to be used, if possible. Please look for the PEQAP or PA Preferred logo or PA packaging dates on the carton.
5. Refrigeration is NOT available at the Fair or PA Farm Show. Entries that require refrigeration after baking must indicate so in the recipe. Those entries will not be sold, auctioned or otherwise distributed for consumption after judging for food safety reasons.
6. The entire cake entry must be submitted for judging **on cardboard or other food safe disposable setting.** *(All pans, plates and dishes are considered to be disposable and will not be returned.)*
7. Recipe(s) listing the ingredients and the preparation instructions must be submitted with the entry *(printed on one-side of 8-1/2" x 11" size paper)*. Entrant's name, address and phone number must be printed on the back of all the pages. *(All recipes and cakes will become the property of the Fair or PA Farm Show and will not be returned.)*
8. Judging will be based on the following criteria:

Flavor (smell, taste, flavoring)	30 points
Inside Characteristics (texture & lightness)	25 points
Overall Appearance (surface, size, color)	20 points
Creativity	15 points
Topping, Icing or Decoration	10 points

PRIZES: 1st = \$25 2nd = \$15 3rd = \$10

First Place Winner is eligible for the 2021 PA Farm Show competition.

Prizes for the PA State Angel Food Cake Winners: 1st = \$500 2nd = \$250 3rd = \$100

Sponsors: Pennsylvania's Egg Farmers & PA State Association of County Fairs



Sample Pre-Contest Press Release

(For release prior to the contest)

USE FAIR LETTERHEAD AND INSERT SPECIFIC FAIR INFORMATION

Pennsylvania's 17th Annual INCREDIBLE Angel Food Cake Contest

CONTACT NAME

CONTACT PHONE NUMBER

DATE

(TOWN)- The Angel Food Cake contest is returning to the competitive exhibit lineup at the **FAIR NAME** Fair this year. The INCREDIBLE Angel Food Cake contest, sponsored by Pennsylvania Egg Farmers and the Pennsylvania State Association of County Fairs, will be held on **DAY, DATE, TIME.**

Baking a cake is a very rewarding area of home cookery. There are two main types of cakes, butter and foam (egg-leavened). Angel food is the classic example of a foam cake. The cake is 100% fat free and, because of the eggs, is a good source of the highest quality protein, as well a source of choline, which is essential to memory and brain development.

Entrants may NOT have won 1st place in this Angel Food Cake contest at any other fair in 2020.

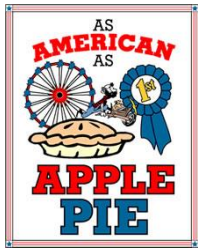
Prizes awarded will be 1st place: _____; 2nd place: _____; and 3rd place: _____. The winning cake will be eligible for competition at the PA Farm Show in January 2021, where the winner will receive \$500.00 for first prize.

When entering your cake, which must be made from scratch and using eggs produced in Pennsylvania, you must also submit the recipe.

Cakes will be judged on the following categories and percentages:

- 30% Flavor (smell, taste, flavoring)
- 25% Inside Characteristics (texture, lightness)
- 20% Overall appearance (surface, size, color)
- 15% Creativity
- 10% Topping, Icing or Decoration

If you have any questions, contact **CHAIRMAN** from the **FAIR NAME** Fair at **PHONE NUMBER.**



BLUE RIBBON APPLE PIE CONTEST

INSTRUCTIONS TO BE USED BY FAIRS AT THEIR 2020 EVENT

Each county/local fair is encouraged to conduct a 33rd Annual Blue Ribbon Apple Pie Contest at their 2020 event. Listed below are the criteria which we would like each fair to use in their contest. The certified first place winner from each fair will then have the opportunity to enter an apple pie in the BLUE RIBBON APPLE PIE CONTEST at the 2021 PENNSYLVANIA FARM SHOW.

RULES for local Fair and the PA Farm Show contests are as follows:

1. Open to any individual **amateur** baker who is a Pennsylvania resident. One entry per person.
2. Entrants may **NOT** have won 1st place in this Blue Ribbon Apple Pie contest at any other fair in 2020.
3. Entry to be a pie that **must include at least 60% apples in the filling**. It does not need to be a “traditional” two crusted apple pie and it can have a variety of fillings. **All ingredients and decorations must be edible.**
4. The entire pie must be submitted for judging in a food safe disposable pie pan. *(All pans, plates and dishes are considered to be disposable and will not be returned.)*
5. The recipe for the pie and pie crust must be submitted with the entry. It should be submitted on one side of 8 ½” by 11” paper. The recipe must list all the ingredients, quantities and the preparation instructions. Entrant’s name, address and phone number must be printed on the back side of all the pages. *(All recipes and pies will become the property of the Fair or PA Farm Show and will not be returned.)*
6. Refrigeration is not available at the Fair or PA Farm Show. Entries that require refrigeration after baking must indicate so in the recipe. Those entries will not be sold, auctioned or otherwise distributed for consumption after judging for food safety reasons.
7. Judging will be based on the following criteria:

Flavor	30 points
Filling: consistency, doneness, moistness & flavor	25 points
Crust: color, flavor, texture doneness	20 points
Overall Appearance	15 points
Creativity	<u>10 points</u>
TOTAL	100 Points

NOTE:

Creativity is essential to a varied competition. Do not limit your contest to a “traditional” two-crust apple pie. We are looking for a variety of fillings in the pies; the pie must include at least 60% apples in the filling.

The recipe for the pie and pie crust will also need to be submitted when entering at the Pennsylvania Farm Show.

Each Fair must sign a Certification Form verifying the winning apple pie baker, and this person will be eligible to enter the state competition at the 2021 Farm Show.

NOTE: If an individual has already won 1st place at another fair in 2020 for this Blue Ribbon Apple Pie contest, that individual is now considered qualified through that Fair to compete at the 2021 PA Farm Show and is no longer eligible to enter this contest at any upcoming Fairs.

Premiums for the 2021 PA FARM SHOW competition will be as followed:

First Place	\$500.00	Second Place	\$250.00	Third Place	\$100.00
Fourth Place	Ribbon	Fifth Place	Ribbon		

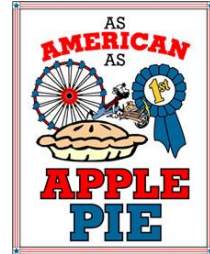
At the PENNSYLVANIA FARM SHOW level, this contest is sponsored by:
The Pennsylvania State Association of County Fairs

33rd ANNUAL BLUE RIBBON APPLE PIE CONTEST

SAMPLE PRE-CONTEST PRESS RELEASE

(Please insert specific Fair information)

CONTACT NAME:
CONTACT PHONE NUMBER:
DATE:



(TOWN) – Calling all bakers for the 2020 Blue Ribbon Apple Pie baking contest to be held on **DATE** at the **NAME OF FAIR**. The contest is sponsored by The Pennsylvania State Association of County Fairs.

Over 100 fairs across Pennsylvania will offer cash prizes for the best pie. **NAME OF FAIR'S** contest is preliminary competition that leads to the selection of the final Blue Ribbon Apple Pie winner held each January at the Pennsylvania Farm Show. The first place winner at the Farm Show will be awarded a cash prize of \$500.00 for their winning entry. Other cash prizes will also be available for the top five entries.

The rules for **NAME OF FAIR'S** contest are as follows:

1. Open to any individual amateur baker who is a Pennsylvania resident. One entry per person.
2. Entrants may **NOT** have won 1st place in this Blue Ribbon Apple Pie contest at any other fair in 2020.
3. Entry to be a pie that must include at least 60% apples in the filling. It does not need to be a “traditional” two crusted apple pie and it can have a variety of fillings. All ingredients and decorations must be edible.
4. The entire pie must be submitted for judging in a food safe disposable pie pan. *(All pans, plates and dishes are considered to be disposable and will not be returned.)*
5. The recipe for the pie and pie crust must be submitted with the entry. It should be submitted on an 8 ½” by 11” sheet of paper. The recipe must list all the ingredients, quantities and the preparation instructions. Entrant’s name, address and phone number must be printed on the back side of all the pages. *(All recipes and pies will become the property of the Fair or Pennsylvania Farm Show and will not be returned.)*

6. Refrigeration is not available at the Fair or Pennsylvania Farm Show. Entries that require refrigeration after baking must indicate so in the recipe. Those entries will not be sold, auctioned or otherwise distributed for consumption after judging for food safety reasons.

7. Judging will be based on the following criteria:

Flavor	30 points
Filling: consistency, doneness, moistness & flavor	25 points
Crust: color, flavor, texture doneness	20 points
Overall Appearance	15 points
Creativity	<u>10 points</u>
TOTAL	100 Points

So dig out that favorite Apple Pie recipe and give it a try. You could end up being the Blue

Ribbon Apple Pie winner at the Pennsylvania Farm Show. For more information on entry

requirements, obtain a **NAME OF FAIR** Premium Book at **LOCATION**, or contact **NAME OF**

FAIR COORDINATOR at **COORDINATOR'S PHONE NUMBER**.



2020 HOMEMADE CHOCOLATE CAKE CONTEST
SPONSORED BY: PA State Association of County Fairs

RULES:

1. Participant must be an individual **amateur** baker who is a Pennsylvania resident. One entry per person.
2. Entrants may **NOT** have won 1st place in this Homemade Chocolate Cake contest at any other fair in 2020.
3. Entry must be **a layered chocolate cake** made from "scratch". Pre-made mixes are not acceptable ingredients. **All ingredients and decorations must be edible.**
4. Entry **must be frosted** and frosting must be made from "scratch".
5. Cake recipe **must feature chocolate or cocoa** as a main ingredient.
6. The entire cake entry must be submitted for judging **on cardboard or other food safe disposable setting**. *(All pans, plates and dishes are considered to be disposable and will not be returned.)*
7. Recipes must be submitted with the entry, printed on one side of 8-1/2" x 11" paper. Recipe must list all ingredients, quantities, and the preparation instructions. Entrant's name, address and phone number must be printed on the back side of all the pages. *(All recipes and cakes will become the property of the Fair or PA Farm Show and will not be returned.)*
8. Refrigeration is not available at the fair or PA Farm Show. Entries that require refrigeration after baking must indicate so in the recipe. Those entries will not be sold, auctioned or otherwise distributed for consumption after judging for food safety reasons.

9. **Judging Criteria:**

Flavor	30 points
<i>(aroma, taste, good balance of flavorings)</i>	
Texture	25 points
<i>(moist and tender crumb; not soggy or dry)</i>	
Inside Characteristics	20 points
<i>(even grain, evenly baked; free from air pockets)</i>	
Outside Characteristics	15 points
<i>(consistent shape/size/surface; overall appeal)</i>	
Frosting	10 points
<i>(taste, texture, even color)</i>	

TOTAL **100 points**

First Place Winner is eligible for the 2021 PA Farm Show competition.

Premiums for the 2021 PA FARM SHOW competition

First Place - \$500.00 Second Place - \$250.00 Third Place - \$100.00

Fourth Place – Rosette Ribbon

Fifth Place – Rosette Ribbon

Released by PA State Association of County Fairs: January 2020



(For Release BEFORE the Contest)

Sample Pre-Contest Press Release
[Please insert specific Fair information]

CONTACT NAME
CONTACT PHONE NUMBER
DATE

(INSERT TOWN OF FAIR) – Calling all bakers for the **2020 Homemade Chocolate Cake** contest to be held on **(INSERT DATE)** at the **(INSERT NAME OF FAIR)**. The contest is sponsored by the Pennsylvania State Association of County Fairs (PSACF).

PSACF has been in existence since 1912. Over 100 member fairs, associations or societies hold annual events that showcase the Commonwealth's top industries – agriculture and tourism. An estimated 5.5 million people visit PA fairs each year to enjoy amusements, food, entertainment, judged competitions and our rich Pennsylvania agricultural heritage. Visit pafairs.org to learn more a PSACF Fair near you.

A contest participant must be an individual amateur baker and a resident of Pennsylvania. The entry must be a layered chocolate cake made from "scratch". The entry must be frosted and the frosting must also be made from "scratch". The cake recipe must feature chocolate or cocoa as a main ingredient.

More than 100 fairs across Pennsylvania will offer cash prizes for the best Homemade Chocolate Cake contest. **(INSERT NAME OF FAIR)**'s contest is a preliminary competition that leads to the selection of the final Homemade Chocolate Cake blue ribbon winner each January at the Pennsylvania Farm Show in Harrisburg. The first-place winner at the Farm Show will be awarded a cash grand prize of \$500 for the winning chocolate cake recipe.

For a complete list of rules, visit **(INSERT FAIR'S WEBSITE)** or contact contest coordinator **(INSERT NAME OF FAIR COORDINATOR)** at **(INSERT COORDINATOR'S PHONE NUMBER)**. # # #



2020 PA Preferred® Junior Baking Contest Cookies, Brownies and Bars

The goal of the PA Preferred® Baking Contest is to encourage young people across the Commonwealth to participate in Pennsylvania's agricultural fairs by showcasing Pennsylvania grown and produced products in their contest entries.

RULES:

1. Participant must be an individual **amateur** baker (ages 8 through 18) who is a Pennsylvania resident. One entry per person.
2. **Entrants may NOT have won 1st place in this PA Preferred® Junior Baking contest at any other fair in 2020.**
3. Entry must be **six (6) individual sized portions** of the baked entry item.
4. Entries must be made from scratch. Premade mixes are not acceptable ingredients. **All ingredients and decorations must be edible.**
5. **At least two (2) PA Preferred® ingredients** must be used in the recipe. Some examples of qualifying ingredients are PA Preferred® grains (*such as oats or flour*), butter, milk, eggs, fruits and/or vegetables.
6. Entry must be submitted for judging **on a food safe disposable setting.** (*All pans, plates and dishes are considered to be disposable and will not be returned.*)
7. Recipe(s) must be submitted with the entry, printed on one side of 8-1/2" x 11" paper. Recipe must list all ingredients, quantities, and the preparation instructions. **The PA Preferred® ingredients must be listed clearly in the ingredient list, specifying the ingredient and the company that made/grew them** (*ex: PA Preferred Milk – Galliker's brand*). Entrant's name, age, address and phone number must be printed on the back side of all the pages. (*All recipes and cookies-brownies-bars will become the property of the Fair or PA Farm Show and will not be returned.*)
8. **A PA Preferred® logo is not required** because not all PA Preferred® products carry the label. The name of the ingredient and the source is sufficient. For a list of acceptable products visit papreferred.com. Additionally, PA Preferred® staff will assist in locating PA Preferred® ingredients, as needed.
9. Refrigeration is not available at the fair or PA Farm Show. Entries that require refrigeration after baking must indicate so in the recipe. Those entries will not be sold, auctioned or otherwise distributed for consumption after judging for food safety reasons.
10. **Judging Criteria:**

Flavor	30 points
(aroma, taste, good balance of flavorings)	
Texture	25 points
(appropriate for the type of cookie, brownie or bar)	
Inside Characteristics	20 points
(even grain, evenly baked; free from air pockets)	
Outside Characteristics	15 points
(uniform size, shape, appearance; overall appeal)	
Creativity	10 points

TOTAL 100 points

FAIR PREMIUMS: 1ST = \$20 2ND = \$15 3RD = \$10

First Place Winner is eligible for the 2021 PA Farm Show competition.

Premiums for the 2021 PA FARM SHOW competition

First Place - \$500.00 Second Place - \$250.00 Third Place - \$100.00

Fourth Place – Rosette Ribbon Fifth Place – Rosette Ribbon

SPONSOR: PA Preferred®

Released by PA State Association of County Fairs: January 2020

2020 Participating Fair and 2021 PA Farm Show Contest Rules

Recipe

Name of recipe: Ashlee's Apple Crisp Bars

Prep Time: _____ Cook Time: _____ Serves: _____

Ingredients

shortbread crust

- 1/4 cup brown sugar, packed
- 1/2 teaspoon vanilla extract
- 1 1/4 cups all-purpose flour
- 1/2 cup (1 stick) unsalted butter (PA Preferred Lapp Valley Farm)

Apple Filling

- 4 cups apples, peeled, cored and thinly sliced (PA Preferred Barefoot Farm)
- 2 Tablespoons flour
- 1/4 cup sugar

Crisp Topping

- 1/2 cup brown sugar
- 1/4 cup sugar
- 3/4 cup flour
- 1 teaspoon cinnamon
- 1/2 teaspoon salt
- 1/3 cup chilled butter, cut into 1/2-inch cubes



Instructions

Shortbread Crust

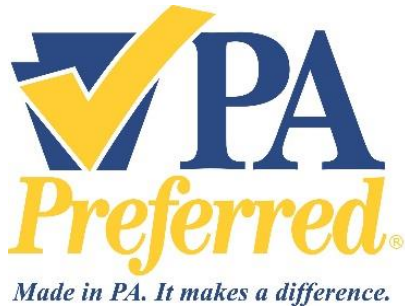
1. Preheat oven to 350° F. Line a 8x8 pan with parchment paper, leaving extra hanging over the ends, spray with cooking spray.
2. In a large mixing bowl, beat together the butter and sugar until light and fluffy, about 2-3 minutes. Add vanilla and mix until combined. Add flour and mix until combined and dough is crumbly.
3. Press dough evenly into bottom of prepared pan. Bake for 12-14 minutes, until dough is slightly puffed. Remove from oven and set aside, maintain oven temperature.

Apple Filling

4. In a large bowl, combine apples, flour and sugar. Mix until apples are thoroughly coated. Arrange apples on baked crust.

Crisp Topping

5. In a medium bowl, mix together first five ingredients. With a pastry blender or two knives, cut in butter until mixture is crumbly. Spread topping over apples in an even layer.
6. Bake uncovered at 350° F for 45 minutes, or until topping is golden and apple mixture is bubbly. Let cool, lift apple crisp using the extra parchment paper at the ends as handles, and cut into bars.



(For Release BEFORE the Contest)

Sample Pre-Contest Press Release
[Please insert specific Fair information]

CONTACT NAME
CONTACT PHONE NUMBER
DATE

(INSERT TOWN OF FAIR) – Calling all bakers for the **2020 PA Preferred® Junior Baking Cookies-Brownies-Bars** contest to be held on **(INSERT DATE)** at the **(INSERT NAME OF FAIR)**. The contest is sponsored by the Pennsylvania Department of Agriculture's **PA Preferred®** program and coordinated by the Pennsylvania State Association of County Fairs.

The goal of the **PA Preferred® Junior Baking Contest** is to encourage young people across the Commonwealth to participate in Pennsylvania's agricultural fairs by showcasing Pennsylvania grown and produced products in their contest entries.

A contest participant must be an individual amateur baker age 8 through and including 18 years old and a resident of Pennsylvania. The cookies, brownies or bars entry must include two (2) **PA Preferred®** ingredients. A comprehensive list of products is available at papreferred.com.

More than 100 fairs across Pennsylvania will offer cash prizes for the best **PA Preferred®** cookies, brownies or bars in the Junior Baking Contest.

(INSERT NAME OF FAIR)'s contest is a preliminary competition that leads to the selection of the final **PA Preferred® Junior Baking Contest Cookies, Brownies and Bars** blue ribbon winner each January at the Pennsylvania Farm Show in Harrisburg. The first-place winner at the Farm Show will be awarded a cash grand prize of \$500 for the winning **PA Preferred®** cookie, brownie or bar recipe.

For a complete list of rules, visit **(INSERT FAIR'S WEBSITE)** or contact contest coordinator **(INSERT NAME OF FAIR COORDINATOR)** at **(INSERT COORDINATOR'S PHONE NUMBER)**. # # #