

# Pennsylvania Fair Queen Program

## PA FAIR QUEEN APPEARANCE REQUEST FORM

The PA Fair Queen and First Runner-Up are great assets for promoting events at your Fair or Agricultural Show. To schedule an appearance, complete this form and return it to the PA State Fair Program, c/o Events Coordinator Martha Ebersole, 640 Dellville Rd. Duncannon, PA 17020 \* Home Phone (717) 834-4435 or email your request to mebasket@embarqmail.com Please note mileage reimbursement policy below\*

Today's Date: \_\_\_\_\_ Appearance Request Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Fair or Organization's Name: \_\_\_\_\_

**Specific Instructions** for the PA Fair Queen as to her activities during the Fair appearance (e.g. opening ceremony, parade, present awards, contests, etc. Give as much detail as possible)

[ \_\_\_\_\_ ]

**Event Address** (give the GPS - Physical Address )

Street: \_\_\_\_\_

Nearest Crossroad: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Start Time of the Appearance/Event:** \_\_\_\_\_ **Time to Arrive By:** \_\_\_\_\_

**Where to Report** once PA Fair Queen arrives onsite: (e.g. fair office, main stage, etc.)

\_\_\_\_\_

**Event Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Contact Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Contact Email: (please print clearly) \_\_\_\_\_

**Name of Person authorized** to sign the PA Fair Queen's Voucher verifying mileage\* and date of visit:

\_\_\_\_\_

\* The PA Fair Queen Program will reimburse the PA Fair Queen for approved mileage upon receipt of the Voucher signed by the authorized Event Contact Person. The inviting Fair is only responsible to reimburse the PA Fair Queen for: a) her meals while she is at the event location and b) her overnight lodging (if necessary)