



**Wisconsin
Association of Fairs**

**Fairest
of the
Fairs
Program
Handbook**

INTRODUCTION

Welcome to the Wisconsin Association of Fairs Fairest of the Fairs Program Handbook. This booklet has been created so the WAF (Wisconsin Association of Fairs) can keep everyone up-to-date on the guidelines for the Fairest of the Fairs program.

BOOKLET INFORMATION

This booklet covers the WAF Fairest of the Fairs Program. Take suggestions from the state program and work them into the local program. The local program does not have to be identical to the WAF's, but knowing what is expected at the state level can help in local preparation.

BOOKLET RECIPIENTS

Each state-aided fair member of the WAF is responsible for keeping the contact information for their fair up-to-date. Annually, each fair submits a contact person for their fair, the fair secretary, who is the primary contact for all communication with the WAF, including information regarding the Fairest of the Fairs program. Each fair is organized differently; some have their fair secretary as the coordinator of the fairest program, others have a different person who serves as the fairest coordinator, and still others have a full committee for the fairest program. Therefore, all correspondence for the fairest program goes through the fair secretary. It is the contact person's responsibility to pass the information in this booklet on to the coordinators of the local fairest program.

BOOKLET UPDATES

The Fairest of the Fairs Program Handbook will be updated annually and available on the WAF website. The handbook documents will be available as PDF files for download and use at your discretion. The WAF encourages use of the state guidelines for each local program. All of the documents will be labeled with an updated date in the footer to ensure the most current information is available and that each fair may update their local program booklet accordingly.

Please note, this handbook does not contain the official documents each fairest contestant will receive if s/he decides to compete for the Wisconsin Fairest of the Fairs position. The information provided herein is meant to provide basic information and serve as a guide to prepare fairests for the state competition. It is subject to change without notice by the Wisconsin Association of Fairs.



Table of Contents

Local Fairest of the Fairs Programs

Timeline.....pg. 3
Sample Questions.....pg. 6
List of Fairs with Programs.....pg. 7

Wisconsin Fairest of the Fairs Program

Job Duties and Compensation.....pg. 8
State Timeline.....pg. 11
Rules.....pg. 13
Fairest Judging Guidelines.....pg. 15
Official Entry Form.....pg. 17
Judge’s Affidavit.....pg. 19
Convention Contestant Preparation.....pg. 20
Professional Appearance Checklist.....pg. 24
Dos & Don’ts In Crown and Sash.....pg. 28
Escort Guidelines.....pg. 30
Press Release Sample.....pg. 31
If Your Fairest Becomes the Fairest of the Fairs.....pg. 33
Wisconsin Fairest of the Fairs Request Form.....pg. 34
Wisconsin Fairest of the Fairs Committee.....pg. 36
Wisconsin Association of Fairs Board of Directors....pg. 37

TIMELINE SUGGESTIONS FOR LOCAL PROGRAM

**The timeline will vary for each program depending on when your fair is held.*

The Wisconsin Association of Fairs recognizes 76 county, district and state fairs as fair members. These member fairs are eligible to send one representative to participate in the state Fairest of the Fairs competition. If the fair is a member of the WAF and in good standing, they are able to have a program.

Please keep in mind that a lot of planning that goes into making a Fairest of the Fairs program successful. If your program has only one or two applicants the first year, don't be discouraged. It takes time to begin or restart a program, and to develop the reputation and recognition of both the program and position.

Before the Contest

The fair board would be required to:

1. Create a program.
2. Develop a fairest committee. A fairest committee will make coordinating the details of the contest flow much more smoothly.
3. Create a budget.
4. Finalize logistics. Select a date and location of the contest.
 - a. In order for the contestant to have the most fair experience, it is suggested that the contest be hosted prior to, or at the beginning of, the fair so they have experienced their home fair as a fairest before competing at the state level, and possibly serving as Wisconsin Fairest of the Fairs.
 - i. Some fairs have interviews in March, with the selection prior to the fair.
 - ii. Some fairs make use of a breakfast on the farm event.
 - iii. Some fairs have the entire selection and announcement done during the fair.
 - iv. Some fairs select their Fairest on the last day of the fair.
 - b. A contest can be as simple or as elaborate as your fair budget will allow. Some fairs have their contests held at the fair, a banquet hall, a school gymnasium or a fair office.
 - c. The winner may be announced a variety of ways:
 - i. During a pre-fair reception
 - ii. At the fair in an official ceremony
 - iii. At a banquet with a dinner
 - iv. Via the media through a press release or announcement
5. Advertise the position. It is important to plan ahead as most publications are pre-printed or developed in advance (sometimes one month or more prior) to distribution. Try advertising with the following:

- a. Radio
 - b. Newspaper
 - c. UW Extension Office
 - d. 4-H Newsletter
 - e. School Guidance Offices
 - f. Fair Website
 - g. FFA Chapters
 - h. Fair Facebook page
 - i. Send letters to past fair exhibitors
6. Sponsorship. The more sponsors who support the program, the less expense the program will be to your fair or fair board. Resources to consider include:
- a. Florist
 - b. Jewelers
 - c. Banks
 - d. Service Clubs
 - e. Car Dealerships
 - f. Gas Stations
 - g. Beauty Salons
 - h. Photographers
 - i. Retail Stores
 - j. Businesses that are already involved with the fair.
7. Judges. Select a panel of judges who are familiar with the fair industry. It is preferred that the judges do not know the contestants, however this may not always be possible, as most judges are selected before the candidates. Encourage the judges to be as unbiased as possible. Judges should be asked to keep their judging status confidential until the day of judging. The following areas are good options to find judge candidates:
- a. Human Resources
 - b. Marketing
 - c. Public Relations
 - d. Media
 - e. Any other with fair knowledge
 - f. Business Owners, i.e., Farmers, Bankers, Cooperatives
 - g. Near-by County Coordinators
 - h. Past State Fairest
8. Communication. Communicate with the applicants and judges and keep them up-to-date on contest information. Inform them of the contest details (dates, times, location, etc) and the expectations of the selection process.
9. Recognition. Collect gifts and donations from sponsors.

During the Contest

1. Judging may last a few hours or an entire day. Based on the length of the contest and the number of contestants, consider incorporating the following agenda details into your program, either with the contestants or the audience, or both.

- a. Welcome
- b. Introduce the judges and contestants
- c. Judge the contestants
 - i. Each contestant should have an individual interviews with the panel of judges.
 - ii. A group interview can be held with all contestants and judges.
 - iii. Try to have contestants speak in front of a group (reception, dinner, at fair, etc.) as part of the contest.
- d. Refreshments
- e. Orientation about the local program
- f. Fair Board members address the contestants
- g. Recognize sponsors and dignitaries
- h. Invite the State Fairest for an appearance, if schedule permits
- i. Discuss the selection process
- j. Discuss the state program
- k. Announce the winner

After the Contest

- 1. Contact Media (i.e. refer to press release sample)
- 2. Update Facebook page, website and/or social media
- 3. Write Thank Yous to sponsors, judges, etc.
- 4. Schedule contestant orientation for job

Reference Fairest of the Fairs State Timeline for more information about state program timelines and guidelines.

SAMPLE QUESTIONS FOR FAIREST OF THE FAIR COMPETITIONS

1. What would you personally gain from becoming Fairest of the Fair?
2. Tell us about an experience in your life that helped you gain self-confidence.
3. What would you say to someone who laughed at you for your goal of becoming the Fairest of the Fair?
4. How would you describe your fair to someone who has never been to your fair?
5. If you were asked to give a speech that encouraged business people to support your fair, what topics would you cover?
6. What could be done to encourage more young individuals to compete for the Fairest of the Fair title?
7. What influenced you most to run for Fairest of the Fair and why?
8. What improvements can you suggest for your fair?
9. Majority of youth do not belong to a youth / 4-H club. What can be done so that more youth become involved in the fair?
10. Name a person you admire who is not in your immediate family. Why do you admire that person?
11. How would you explain the various youth opportunities at your fair to someone who is not familiar with the fair?
12. Which of your abilities or talents have you worked especially hard to develop and how will you use these abilities or talents in the future?
13. What activity do you do that allows you to be creative? Describe how that activity affects your life.
14. What roles in community leadership would you like to have after you have completed your education and settled in a community?
15. How do you stay organized?
16. Describe an experience in your life that opened new doors of opportunity for you.
17. How would you encourage urban business involvement in your fair?
18. Someone tells you that the fair is just for farm people. How would you respond?

WISCONSIN ASSOCIATION OF FAIRS

MEMBER FAIRS WITH FAIREST PROGRAMS

ADAMS COUNTY FAIR
BARRON COUNTY FAIR
BROWN COUNTY FAIR
CALUMET COUNTY FAIR
CENTRAL WI STATE FAIR
CLARK COUNTY FAIR
COLUMBIA COUNTY FAIR
CRAWFORD COUNTY FAIR
DANE COUNTY FAIR
DODGE COUNTY FAIR
ELROY FAIR
FLORENCE COUNTY FAIR
FOND DU LAC COUNTY FAIR
GRANT COUNTY FAIR
GREEN COUNTY FAIR
IOWA COUNTY FAIR
JEFFERSON COUNTY FAIR
JUNEAU COUNTY FAIR
KENOSHA COUNTY FAIR
KEWAUNEE COUNTY FAIR
LACROSSE INTERSTATE FAIR
LANGLADE COUNTY FAIR
LODI AG FAIR
MANITOWOC COUNTY FAIR
MARQUETTE COUNTY FAIR
NORTHERN WI STATE FAIR
OCONTO COUNTY FAIR
OZAUKEE COUNTY FAIR
POLK COUNTY FAIR
RACINE COUNTY FAIR
RICHLAND COUNTY FAIR
ROCK COUNTY FAIR
SAUK COUNTY FAIR
SHAWANO COUNTY FAIR
SHEBOYGAN COUNTY FAIR
ST. CROIX COUNTY FAIR
TREMPEALEAU COUNTY FAIR
VERNON COUNTY FAIR
WALWORTH COUNTY FAIR
WAUKESHA COUNTY FAIR
WAUPACA COUNTY FAIR
WINNEBAGO COUNTY FAIR
WISCONSIN VALLEY FAIR

WISCONSIN FAIREST OF THE FAIRS

Job Description, Duties and Compensation

The purpose of the Fairest of the Fairs program is to promote the exceptional variety of opportunities – educational, agricultural, social, cultural and commercial – available at Wisconsin's county, district and state fairs. It is a position of responsibility to all the people of Wisconsin.

If you are selected as the Wisconsin Fairest of the Fairs, duties will be two-fold: you are a traveling representative of the Wisconsin Association of Fairs *and*, if qualified and hired, you may become a full-time summer employee of the Marketing Department of the Wisconsin State Fair. Details are outlined below.

Your term is for one year, beginning with the convention in January through the following year's convention, though most of your duties will be performed between June 1 and September 30. You must have a flexible schedule and be available throughout the year for appearances, meetings, interviews, etc. – sometimes on very short notice. While you may not be working seven days a week, you must be available for evening and weekend functions. Once the schedule has been completed, it must be followed, and should supersede any personal commitments (exceptions will be evaluated on a case-by-case basis). A courtesy car may be provided, but if not, you must furnish your own transportation.

Many skills are required to be a successful Wisconsin Fairest of the Fair, but the rewards reaped and lessons learned along the way are well worth the effort. You must be poised, mature, outgoing, articulate, sensitive to all types of people, and be able to withstand long hours of work while maintaining a positive and enthusiastic attitude. You must also have excellent writing, public speaking, computer and telephone skills. You must be able to adapt to any situation, as well as be dependable and professional in the performance of each of your duties.

Much greater than the financial compensation you will receive for the duties (described below) is the honor of being the Wisconsin Fairest of the Fairs and the life experience you will gain. The position will be as challenging and rewarding as you make it. In addition, by the end of your term, you will have developed higher self-confidence, listening skills, time management techniques, writing and speaking abilities and a greater regard for the people and places of Wisconsin.

1. Traveling Representative of the Wisconsin Association of Fairs

Duties: You will visit and learn about county and district fairs, community parades and other special events throughout the state in order to promote the concept and better understanding of Wisconsin's fair industry. At the annual convention at the end of your term, you will be expected to: interact with fairest contestants, attend general sessions and

programs with Fairest Committee and fairest contestants when not otherwise occupied, open the general and business sessions, make a brief report at the business meeting, act as master of ceremonies at the Preliminaries and Meet the Contestants programs and prepare a short speech to give at the contestant finals.

Procedure: You will send out letters to all county and district fairs to solicit appearances and arrange media interviews throughout the state. You will also receive invitations to community events which must be coordinated by the Wisconsin State Fair and the Wisconsin Association of Fairs.

Compensation: You will be reimbursed for mileage, lodging and meals while traveling to appearances. If hired by Wisconsin State Fair Park, you will also be paid an hourly wage by the Wisconsin State Fair for eight hours per day (40 hours per week maximum). All appearances and expenses must be approved in advance by Wisconsin State Fair. This policy only applies to one event in your home county; you and/or your county are responsible for any expenses incurred by your attending functions in your home county after the first event, at your fair or elsewhere. (See *If Your Fairest Wins* document for clarification.)

2. Public Relations Employee of the Wisconsin State Fair

Duties: When chosen Wisconsin Fairest of the Fairs, you will become a **full-time summer employee** of the Marketing Department at Wisconsin State Fair, performing office duties and assisting in the promotion of the Wisconsin State Fair.

You also may serve as an official host for the Wisconsin State Fair, arranging and performing media interviews throughout the state and northern Illinois.

During the Wisconsin State Fair, you may serve as the Wisconsin Fair's official host, greeting fairgoers and special guests, emceeing and participating in events and contests, performing media interviews, etc.

Procedure: You will work out of the Wisconsin State Fair Park Administration Building (or other assigned building) in West Allis, contacting media and making other arrangements under the direction of a marketing department staff member. During the Fair, you may have a companion who coordinates your appearances at various Fair events.

Compensation: In the office or on the road for media interviews, you will be paid an hourly wage for a 40 hours per week maximum. You also will be reimbursed at the WAF-established rates for mileage, lodging and meals while traveling, as determined by WAF. When combining a visit to a

county fair with media interviews in the area, you will only be reimbursed for your expenses and paid your wages once.

During the Wisconsin State Fair, you will also be paid for an eight-hour day maximum, which is what your actual working time averages out to each day.

If you do not live within an easily commuting distance of West Allis, Wisconsin State Fair will arrange for or assist with lodging for you during the summer months.

A courtesy car may be provided during the summer months if a sponsor is available, but if not, you are responsible to have transportation readily available at all times while working in this position.

TIMELINE FOR STATE PROGRAM

As a Wisconsin Fairest of the Fairs contestant, here is a timeline of the materials you will receive in relation to the state competition throughout the year.

ELIGIBILITY: Contestant must be a Wisconsin resident, at least 18 years of age by January 1 of the year of the state contest, and hold a valid driver's license. A contestant is eligible to compete at only one state contest, *and* must be the county's or fair's current Fairest of the Fair *or* compete within one year of surrendering the term.

ADVERTISE THE PROGRAM: Newspapers, radio, TV, high schools, premium book, 4-H clubs and leaders, FFA programs, youth organizations, county newsletters, word of mouth and personal telephone calls are great tools to help spread the word.

Before the Contest

JUNE

The Official Entry Form will be mailed to the fair secretary for each fair that has a Fairest of the Fair program. It is the fair secretary's responsibility to pass the information onto the local fairest coordinator and/or the contestant. The packet of information will contain:

- Entry Form
- Judge's Affidavit
- Rules
- Information about Fairest Reunion Day
- Convention Details, including dates, photo requirements, auction item, convention fee, and other miscellaneous items.

JULY

RSVPs are due for Fairest Reunion Day at Wisconsin State Fair at the beginning of the month. A county's current fairest and the fairest from the previous year are invited to attend, along with one chaperone (a fairest competing within a year of his or her term ending would also be invited). Admission passes and one parking pass will be provided.

AUGUST

Fairest of the Fairs Reunion Day will be held the Monday of the Wisconsin State Fair.

OCTOBER

Official Entry Forms are due to the WAF office and must be postmarked no later than October 1. A completed form includes:

- Completed Entry Form
- Signed Rules
- Judge's Affidavit with notarized signature
- Payment of \$200
- Photo – 5x7 vertical shot without crown or sash

NOVEMBER

Fairest contestants will receive a packet with all of the convention details, including:

- Room Assignment
- Interview Order
- Auction Description Deadline
- Shirt Order Form Deadline
- Convention Schedule & Directions
- Convention Attire

In addition, each contestant will be contacted by a Wisconsin Fairest of the Fairs Committee Member to confirm receipt of the information and go through any lingering questions or concerns about the upcoming competition. Any dietary restrictions or health concerns should be relayed to the committee member at that time.

DECEMBER

Information deadlines and auction description are due (see information enclosed in November packet).

During the Contest

JANUARY

The annual WAF convention takes place Sunday through Wednesday (exact dates available on the WAF website). Please refer to the November packet for details.

Each contestant should bring his or her auction item to convention. Committee Members available will be available to help transport items to the auction location.

Updated schedules will be given to all of the contestants at convention.

The chosen Wisconsin Fairest of the Fairs will be asked to attend the Thursday morning orientation.

PRIZES AWARDED AT CONVENTION

All contestants currently receive a county sash and gift bag filled with donated statewide products.

- Congeniality: Receives a \$25 cash award
- Top Ten Finalists: Receive a \$25 cash award
- Top Five Finalists: Receive a cash award and flowers.
 - 5th Place - \$50 cash award
 - 4th Place - \$50 cash award
 - 3rd Place - \$75 cash award
 - 2nd Place - \$100 cash award
- Winner: Receives \$1,500 cash award, flowers, sash, crown and other gifts that are donated to the program.

2015 Wisconsin Fairest of the Fairs Contest Rules

- The contest is open to individuals who have been a resident of the State of Wisconsin for at least one year prior to entry.
- Contestant must be 18 years of age as of January 1 of year of the contest, since contestant may be required to travel statewide.
- Contestant must have a valid Wisconsin driver's license with a good driving record. A courtesy vehicle may be provided, but if not, contestant must furnish own transportation and will be reimbursed approved travel expenses.
- Contestant may not have been convicted of a felony act.
- Contestant must be available for travel statewide seven days a week May 1 to September 30 and on short notices for requested appearances and media interviews.
- Contestant agrees that if selected as the 2015 Wisconsin Fairest of the Fairs, he or she shall not sign a management contract with any individual or corporation and will not give any written or verbal endorsements; or make a personal appearance for any mercantile commodity or commercial organization; or permit any photographs to be used for commercial purposes without permission of the Fairest of the Fairs Committee and Wisconsin State Park.
- Contestant must be an entrant from only one county or district fair contest. Only state-aided fairs that are members in good standing with the Wisconsin Association of Fairs are eligible to send a contestant. Contestant must reside in the county or district represented. The *only* exception: Contestant may reside in an adjoining county if majority of fair and/or school activities are in the county in which the contestant enters the contest.
- Contestant may compete in only one Wisconsin Fairest of the Fairs contest and must be the current county, district or fair's Fairest of the Fair *or* compete within one year of surrendering the term. If contestant is unable to participate in the state contest, the county may substitute the first runner-up from their contest without penalty if done by September 30 preceding state contest.
- While competing at the WAF state competition and once registered, contestants are not allowed to leave the convention facility until the conclusion of the banquet without permission from the Fairest Chair, Executive Secretary and President. No alcoholic beverages are allowed. Contestants are not allowed to visit county or convention hospitality rooms until the conclusion of the banquet.

- The time, manner and method of judging will be decided by the Fairest of the Fairs committee of the Wisconsin Association of Fairs. The decision of the judges is final.
- If a contestant is named as 2015 Wisconsin Fairest of the Fairs and for any reason cannot fulfill the duties of this position for the entire term (one year), the Wisconsin Fairest of the Fairs will forfeit all cash prizes, scholarship monies and any other prizes that have been awarded with the position. All of these awards will be returned to the Wisconsin Association of Fairs office within 21 days of termination of this position.
- If during the term as Wisconsin Fairest of the Fairs, the qualified and requested contestant agrees to become a full-time (summer) Limited Term Employee of the marketing department of the Wisconsin State Fair on terms to be established by the Wisconsin State Fair. This may involve becoming an official hostess for the Wisconsin State Fair. Wisconsin State Fair may provide housing if contestant is not a reasonable commuting distance to Wisconsin State Fair Park.
- All tattoos must be covered while in role as Wisconsin Fairest of the Fairs.
- Contestant will make numerous appearances and do media interviews throughout the year as a traveling representative of the Wisconsin Association of Fairs. These appearances will be coordinated with the Wisconsin Association of Fairs and Wisconsin State Fair.
- Contestant is expected to travel alone while attending fairs and media events throughout the state. If the contestant wishes to have a travel companion, the request must first be approved by the Wisconsin Association of Fairs. Neither the Wisconsin Association of Fairs nor Wisconsin State Fair will provide a companion while the Fairest of the Fairs travels in this position.

I, _____ (name), current
 _____ (name of fair) Fairest of the Fair,
 understand the above rules and will follow them as a 2015 Wisconsin Fairest of the Fairs contestant. If I become 2015 Wisconsin Fairest of the Fairs, I will abide by these rules. If I do not abide by these rules, the first runner-up will become eligible to become 2015 Wisconsin Fairest of the Fairs.

Dated: _____

This signed sheet, along with the Official Entry Form, is due October 1 to Wisconsin Association of Fairs.

WISCONSIN FAIREST OF THE FAIRS JUDGING GUIDELINES

Judges will receive a copy of the letter and rubric below to help guide them through the Fairest of the Fairs judging process.

Wisconsin Fairest of the Fairs Judge:

Thank you for accepting the task of being a judge for the Fairest of the Fairs contest. Please read the Fairest of the Fairs Job Description thoroughly to familiarize yourself with the requirements of the position.

You will have an opportunity to observe the contestants in a number of situations as well as to speak with each one. There will be a contestant individual interview with the panel of judges and a contestant group interview with the panel of judges. The number of contestants in the group interview will be determined by the judges.

Please evaluate each contestant according to the guidelines below. There is an individual score sheet for each contestant and a suggested point system to assist you.

* * * * *

Involvement & Activities – 5 points

- Is (or was) the contestant well-rounded in school activities?
- Is the contestant involved in the community?
- Is the contestant involved in their fair?
- Are the contestant's outside interests appropriate for the Fairest position?

Personality, Poise & Attitude – 15 points

- Is the contestant outgoing, but not overbearing? (Not shy!)
- Does the contestant carry themselves in a positive manner?
- Is the contestant groomed in good taste; modern but not trendy?
- Overall Impression.

Maturity & Professionalism – 20 points

- Is the contestant mature and experienced, without being too sophisticated?
- Is the contestant enthusiastic and capable of originating ideas?
- Can the contestant adapt to a situation and make the best of it?

Speaking Ability – 15 points

- Is the contestant articulate and generally knowledgeable?
- Is the contestant's voice and manner of speech pleasant?
- Can the contestant think quickly and speak intelligently?

Group Etiquette – 5 points

Does the contestant participate with the group and not dominate the conversation?

Meet the Contestants & Preliminaries – 40 points total

General – 15 points

Do they remain engaged throughout the entire event?

Is attention drawn to them even when they are not in the spotlight? (Is the attention they draw charismatic or distracting?)

Does the contestant appear to be enjoying the event?

Meet the Contestants – 10 points

Overall First Impression

Does the announcement welcome fair goers?

Radio Commercial – 5 points

Is the commercial energetic and get your attention?

Does the commercial advertise their fair?

Impromptu Question – 10 points

Can the contestant collect their thoughts and answer appropriately?

2015 Wisconsin Fairest of the Fairs State Contestant Official Entry Form

Official Entry Form is available online at www.wifairs.com or by e-mailing a request to wisfairs@gmail.com.
Please complete the entry form using Microsoft Excel. Entry Form is limited to the space provided.
Submit this Official Entry Form on white paper without staples, signed and postmarked by October 1.

Fair Represented:

Contestant Name:

Complete Address (final convention packet will be sent in late November):

Address:

City:

State:

Zip:

Home Telephone:

Cell Phone:

Email:

Driver's License #:

Age as of Convention Contest:

Date of Birth:

Parent Name(s):

Address:

City:

State:

Zip:

Local Newspaper:

Address:

City:

State:

Zip:

Education:

High School Name:

Year:

College:

Year:

Current Employment & Work Responsibilities:

Goals & Ambitions:

Community Activities:

County/District Fair Involvement:

Fairest of the Fair Activities:

School Clubs/Organizations (List Leadership Positions):

Honors & Awards:

Signature: _____ **Date:** _____

Due October 1 to Wisconsin Association of Fairs, 5320 County Road F, Merrill, WI 54452, along with a signed copy of contest rules, non-returnable 5x7 head and shoulder photo (without crown and sash) and \$200 entry fee.

Wisconsin Fairest of the Fairs Affidavit

State of Wisconsin County of _____

_____ (name of Fair Chair/Secretary) being duly sworn, on oath
deposes and says that he/she is the Secretary or Chairperson of the Fairest of the Fairs Committee of
_____ Fair and as such is duly authorized to make this affidavit: that at
its annual contest held on _____ 2014
_____ (Name) was selected "Fairest of the Fair" in accordance with the
rules set forth by the Fairest of the Fairs committee of the Wisconsin Association of Fairs, and intends to compete at the 2015
"Fairest of the Fairs" contest to be held at the annual convention of the Association.

Contestants Home Address:
Address: _____
City: _____ State: _____ Zip: _____

Contestants School Address:
Address: _____
City: _____ State: _____ Zip: _____

The judges that made this selection with their addresses are as follows:

Signature: _____
(Fair Secretary of Contest Chairperson)

Subscribed and sworn to before me this _____ day of _____ 2014

Notary Seal _____
Notary Public _____ County, WI
My commission expires _____

**Please submit affidavit in black and white postmarked by October 1 to
Wisconsin Association of Fairs, 5320 County Road F, Merrill, WI 54452**

CONTESTANT PREP PRIOR TO THE CONVENTION

The information contained in this section is for the Fairest contestant. It should be used as an aid to prepare for the Wisconsin Fairest of the Fairs convention.

Dear Fairest Contestant,

It is only a short time until January and the Wisconsin Association of Fairs Convention – are you ready? We have put together a summary of what you can expect and to help you prepare for the upcoming contest, which is four full days of competition and fun.

CONVENTION PREP

The best way to prepare for the Fairest Convention is to observe and learn. Your fair, your fair board and your coordinator are a wealth of knowledge. Ask questions and have questions asked of you. For example:

- How would you tell someone that has never attended a fair what it is all about?
- What do you feel is important about a fair?
- What type of people can be involved in a fair?
- Why are you involved in the fair?

Work with your coordinator on these and other potential questions and you will be ready to go.

Be sure to attend the Wisconsin State Fair on Fairest Reunion Day and make sure you know the dates of the upcoming Wisconsin State Fair. Traditionally held on the Monday of State Fair, Fairest Reunion Day is an opportunity for you to meet with other candidates and past Fairests. It is a chance to socialize and network at the same time.

It is also a good idea to attend a neighboring fair. You will learn that different ideas work better for different fairs. Observe – again, you can never have too much knowledge. Remember, you are a big part of the fair industry in the state of Wisconsin. As a courtesy to the neighboring fair, don't wear your crown and sash while attending, unless you are invited to. They have their own Fairest and you are there to observe, not draw attention.

YOUR CONVENTION SCHEDULE

When you arrive on Sunday, you will be given your room assignment, attend orientation and workshops. By the time Monday comes, you will already have made some new friends, but know that the days begin early and run late: 7 am breakfast starts things out and you will be going full strength until approximately 9 pm. Do not take the schedule lightly – our best advice to you is to take it easy the few days leading

up to the convention. We cannot stress it enough: *get your rest and come prepared.* (Refer to the schedule, which is located in your packet.)

CONVENTION STAGE PRESENCE

There will be numerous times that you will be asked to appear on stage:

- i) Meet the contestants – an informal start to the convention done in the presence of anyone that would like to watch; fairly informal.
- ii) Auction – you will introduce yourself and your auction item. The event is held in a large hall, with convention-goers in attendance hopefully bidding on your items. You will not be on a stage, but on the same level as those attending. You will also be asked to stand with your auction item beforehand and talk about what you have brought to anyone inquiring.
- iii) Preliminaries – you will be asked to pick a question and answer it. This is a formal stage appearance, choreographed so that contestants are called by your appearance number. This event is open to all convention-goers.
- iv) Finals – the finals are held in a ballroom. You will be introduced and called to the stage as a group, where you will have the opportunity to introduce yourself, which will be followed by dinner. There is seating to the side so that once everyone has spoken, the group can take a seat. Your family or friends can be in attendance at this event. Be sure they have purchased dinner tickets in advance if they plan on eating as tickets become scarce at the last minute.

Please note: All of the above appearances are in the presence of those conventioners wishing to attend. All other aspects of the competition are closed to the public. Judges may or may not be present at these events.

INTERVIEWS

Everyone is assigned a number which reflects the order they will appear on stage, in interviews, etc. The order of the contestants is selected randomly by the Fairest Committee at their annual fall meeting.

The length of time each individual interview will take is determined by the judges and the committee. Each contestant is given the same amount of time with the judges. The process is very time sensitive in order to accommodate the number of contestants that must be interviewed in the allotted time frame. The same can be said of the group interviews. Groups are determined by the judges. All of the judging takes place while events are happening within the Fairest's meeting room. Activities, speakers, programs, etc. do not stop while judging is taking place.

There is another place you will interact with the judges: during breakfast, lunch and dinner. Contestants are assigned to sit with the judges at various meals by the committee. You will receive that information prior to each meal.

WHAT TO PACK

When considering what to bring to the convention, please remember you will be there for **four** full days (refer to dress code/information in packet). All contestants are expected to dress professionally and maintain a clean and polished appearance throughout the convention, so please plan and pack your outfits accordingly and thoughtfully. Be economical when planning your outfits – pairing skirts and pants with a new blouse, blazer and accessories can help contestants avoid purchasing several new items. It is also a good idea to look over what you intend to wear and add one extra business outfit. In addition to your business attire, be sure to bring enough panty hose/stockings to be prepared in case of a malfunction.

FOOD & SNACKS

Please feel free to bring food that you would like to keep in your room for snacking – chips, fruit, etc. There is a small refrigerator in each room should you decide to bring juice or soda. We also provide some snack items during the day so it will not be necessary to return to your room if you get hungry between meals.

All meals are provided by the Wisconsin Association of Fairs. Breakfast, lunch and dinner are included (see your information packet).

HEALTH INFORMATION FORM REQUIREMENT

A health information form will be required from all contestants. This will contain information on any food or health allergies, required medications, health issues (diabetes, migraines, etc) and an emergency authorization. This information is held confidential per all HIPAA guidelines and will only be used in emergency situation.

COMMUNICATION WITH FAMILY

If your family is attending the convention, please let them know there is very little time to socialize. Your family can attend the preliminaries on Tuesday afternoon (if they have a convention badge) and the banquet on Wednesday evening. Cell phones are prohibited during the competition, so the only time you will be allowed to use them will be once you have returned to your room for the evening. As stated before, we have a lot to accomplish in a very short time, so our restrictions exist to keep us on schedule.

CELL PHONES

Throughout convention, the use of cell phones and other mobile devices during group activities, sessions, interviews, programs, meals and networking activities is not allowed. Contestants are required to leave their phones in their hotel rooms throughout the day. While we recognize the need to document the contest experience by taking photos, we recommend bringing a camera (that is not your cell phone) with you to

capture the memories made at the convention. The Fairest Committee will also be taking several photographs of your experience daily, which will be shared with the entire group electronically following the convention.

SCRAPBOOK

Contestants are asked to prepare a scrapbook compiling experiences and events attended during the Fairest of the Fair term. It is meant to share with other contestants at the annual convention and function a teaching tool for coordinators to get new ideas. We recommend putting this together throughout the year to save time and should cover the course of time you've served as fairest, regardless of whether you've reigned for one month or one year. You are not judged or awarded on the scrapbook as part of the competition – all scrapbooks will be different, so be creative and unique. Your scrapbook should be printed to make sharing amongst one another easier and more personal; electronic scrapbooks or slideshows are not allowed.

COMMITTEE CONTACT

All contestants will be contacted by a member of the Fairest of the Fairs Committee around Thanksgiving. Utilize this phone call as a one-on-one resource for any questions, concerns or misunderstandings you may have about the upcoming Fairest of the Fairs convention or judging process. Please read over the packet of information you received and make notes with questions you may have, because this is a great time to ask them.

NOVEMBER INFORMATION PACKET

While the information within this handbook covers many integral elements for fairest contestants in the state contest, a packet is sent to all contestants in November that contains a detailed outline of what to bring, expect and wear during the annual convention. The packet of information you receive in November will contain:

- Hotel & meal information
- Arrival time & daily schedule
- Recommended professional dress guidelines
- Auction item information and deadline
- Shirt size request
- Health information form

In addition, contestants will learn about specific elements of the Wisconsin Fairest of the Fairs competition, special requests and needs during the convention and several other miscellaneous items to prepare you for the week.

Please read and re-read this information before you arrive at the annual convention and be sure to ask your coordinator, fair board or fair secretary any questions you may have. The actual schedule times are approximate and changes often need to be made, so be prepared to be flexible.

Professional Appearance Checklist for Women

This checklist should serve as a guideline (not a requirement) for competing at convention. Follow these basic reminders to help you dress as professionally as possible. Please refer to the Convention Guidelines Apparel section in the handouts for our convention apparel expectations.

Before you leave for work or a social engagement, use a full-length mirror to examine the details of your appearance and overall picture you present from head to toe. Make sure your appearance, attire, accessories and grooming are impeccable. This daily exercise will take just a few minutes, but the confidence of being well dressed will be worth it.

Basics

- Choose simple, carefree hair styles
- For colored hair, avoid roots showing
- Avoid extreme fashion styles and colors
- Pull your hair back if longer than shoulder length
- Always wear makeup – at least light eye makeup and lipstick, gloss or color
- Keep makeup subtle and blended
- Keep fingernails short to medium length
- Avoid too bright nail polish colors (fuchsia, orange, neon)
- Avoid chipped nails
- Avoid dark lingerie with light clothing
- Avoid high split in skirt
- Avoid slip showing below hemline or between split in skirt
- Avoid heavy fragrance
- Keep clothes clean and well-pressed (no rips, stains or discolorations)
- Replace missing buttons missing or mend falling hems
- Remove stitching on backs of new skirts and blazers to open vent
- Cover all visible tattoos with makeup or clothing

Jacket/Blazer

- Does not wrinkle across the back or under the collar
- Buttons easily
- Does not pull across the back

Blouse/Top

- Buttons remain closed with at least one inch of fabric 1" on side of the bust-line
- Longer than the hip bone
- Neckline 2" above the cleavage
- Sleeveless blouses or tops underneath a jacket only
- No revealing neckline front or back
- No tight tops or sweaters

- Cardigan style should be able to button or zip comfortably
- No see-through or bare midriff

Skirt/Dress

- Pleats should not pull open
- No crease or pull across break of leg
- Skirt should easily turn around your body
- Straight skirts should hang from buttocks in a straight line and not curve under
- Not shorter than around the knee
- Loose enough for two fingers to be inserted in waistband
- No high slit
- No visible lines underneath
- No slip showing below hemline or between slit

Pants

- Pleats remain closed
- Zippers and closings must lie flat
- Long enough to break in front
- Do not wrinkle across the front
- Fall straight from buttocks; panty line must not show
- Waistband loose enough to allow two fingers to be inserted
- Worn with jacket for a professional look
- No shorts, dark jeans or leggings

Shoes & Hose

- Select neutral shades or colors
- No sandals or "strappy" shoes
- Avoid too high or narrow heels
- Keep heels in good condition and shiny shoes polished
- Avoid shoes that make noise, no clogs or flip-flops
- Hose color does not bring attention to leg area, no colored hose (red, blue, etc.)
- Hose color is nude, same shade as shoes or lighter, never darker
- Avoid patterned or textured hose
- No hose runs, snags or bagginess

Jewelry

- Small to medium earrings, simple styles
- Avoid dangling or large hooped earrings and noisy jewelry or pieces that move
- Avoid too many pieces
- No tinted glasses

Professional Appearance Checklist for Men

This checklist is a guideline, not a requirement, for competing at convention. We thought some basic reminders would be helpful for all of our contestants to be as professional as possible. Please refer to the Convention Guidelines Apparel section in the handouts for our convention apparel expectations.

Before you leave for work or a social engagement, examine with your best friend – a full-length mirror – the details of your appearance and overall picture you present from head to toe. Make the necessary changes, add or remove accessories, and be sure your appearance and grooming are impeccable. This daily exercise will take just a few minutes, but the confidence of being well dressed will be worth it. If you can check all the points, you are ready to face the world!

Basics

- Short and clean hair; should not touch shirt collar
- Hair in nose and ears are trimmed
- Avoid excessive gels, lotions and heavy fragrance
- Avoid facial ornaments
- Clothes are clean and well-pressed
- There are no buttons missing or falling hems
- Nothing is torn, stained, or discolored

Dress Shirt

- No wrinkles in collar, cuffs or facing
- Collar loose enough for one finger to fit in neckline
- Collar of shirt stands one-fourth to one-half inches above collar of suit
- Sleeve extends one-eighth to one-fourth inches below the jacket
- No short sleeves with suit jackets

Business Casual Shirt

- No wrinkles in collar, cuffs or facing, well-pressed
- If buttoned, leave only first button opened
- Short sleeves at elbow
- Keep colors and patterns subtle

Jacket

- Does not wrinkle across the back
- Length must cover buttocks – measure from collar seam to floor and divide it in half for length
- Collar lies flat against the shirt
- Sleeve length at wrist bone
- Top-stitching is even, no loose threads
- Leather or metal buttons on sport coat only

Tie

- Ends at top of the belt line
- Width matched to lapel width
- Pattern small to medium
- No tie tack or clip
- Tie not is balanced with shirt collar
- Four-in-hand knot with most collars

Pants

- Just breaking in the front, well-pressed
- If uncuffed, tapered toward the back
- Fall straight from buttocks
- Fit above stomach
- Pockets remain flat, no bulging

Shoes

- Highly polished (if leather)
- Oxfords and suede must be cleaned
- Dark color: black, cordovan or brown
- Thin or medium soles
- Tie or slip-on and tassel loafers for suits and sport coats
- Penny loafers or loafers with low vamp for business casual only
- Avoid boots, sandals or clogs

Socks

- Always wear socks
- Color blends with pants and shoes
- Subtle patterns that resemble solid from a distance
- Argyles for business casual only
- Long enough to cover calf; no skin showing

Jewelry

- No bracelets, chains, fancy rings or earrings
- No heavy sport watches or calculators
- Simple and elegant are best choices
- Gold, silver or leather strap
- Silver-toned cuff links with silver watch; gold toned with gold watch
- Simple, classic leather belt design
- No large or ornate belt buckles
- Belt color matches shoes and in good condition

Resource: www.professionalimagedress.com

DOS AND DON'TS WHILE IN YOUR CROWN & SASH

Always keep in mind that everything you do or say reflects on the Wisconsin Association of Fairs and its member fairs and organizations, including the Wisconsin State Fair. You should be polite, cooperative, helpful and pleasant at all times, even when you think you may be out of the public eye. The following is a list of suggestions for proper and professional behavior as you perform your duties as Wisconsin's Fairest of the Fairs.

1. Wear both your crown and sash for all official functions. When in doubt, bring your crown and sash with you and put them on when you get to your function. Never wear your crown without your sash, and vice versa.
2. Take off your crown and sash when the official function is over and you are "on your own time." However, be sure that you are on your own time first.
3. Go to functions rested and prepared. Know your schedule and what's expected of you at the function. Be sure to get directions, parking arrangements, etc. in advance.
4. Follow the schedule set up for you at official functions. If you absolutely must alter your schedule, be sure you have the clearance of the proper authority.
5. Be enthusiastic and proud of your job. Reach out to people. Do not wait for people to come to you.
6. Greet people with a smile and a firm handshake. It is proper to shake hands in any social or professional encounter to make a good and lasting impression.
7. Address individuals by name, showing proper respect (or familiarity if appropriate) and always maintain eye contact.
8. Wear suitable clothing appropriate for the function, whether it is a business suit, evening attire or casual pants. Be fashionable, but not trendy. Remember: NO bust, NO belly, NO butts and NO flip-flops!
9. Keep visits with friends and family to a minimum at official functions. Arrange to meet them later when you are on your own time.
10. Avoid inside jokes and derogatory comments, made even in jest – others may overhear and misinterpret your jokes.
11. Keep jewelry simple. Have jewelry accent your crown, not take away from it.
12. Wear your hair in a professional manner at all times. Your hair is an accent to you. We want to see your face, not your hair caught in your crown.

13. Wear sensible shoes for the function. Know where you will be standing or walking during the event.
14. Most importantly, wear a SMILE! The power of a smile is priceless.
15. Your official Fairest of the Fairs cell phone should accompany you to all events and appearances. Upon arrival at each event/appearance, all cell phones should remain in a location that will not interrupt the event and its attendees. At the conclusion of the event/appearance, remember to check your official cell phone.
16. There is an official Facebook page for Wisconsin's Fairest of the Fairs. As Fairest, you will be given access to update the page and photos. You will need to become Facebook friends with Jessica Klumpp and Jayme Buttke from Wisconsin Association of Fairs. All Fairest photos, recaps and updates must be done on the official Facebook page only. Remember that all photos, recaps and updates are immediately visible to the public. Use good judgment!
17. This is a year to remember, so have a camera (separate from your phone) to take pictures to capture you and all your moments as Wisconsin's Fairest of the Fairs. Remember your escorts, fair board members and fairest coordinators can take pictures for you.

WISCONSIN FAIREST OF THE FAIRS ESCORT GUIDELINES

Here are some helpful tips as you serve as an escort at the Wisconsin State Fair:

1. Wear comfortable shoes – you'll be putting on the miles keeping up with the Fairest.
2. Stay on time and help get Fairest to the next event on time by watching the time yourself. You will be provided a copy of the schedule of events for the day.
3. Take photographs! Keep the Fairest's camera with you and take many photos throughout the day. We want as many memories as possible for the Fairest's scrapbook.
4. Hold and carry the Fairest's bag throughout the day. The Fairest needs to keep his or her hands free to shake hands and greet people.
5. Keep postcards and a marker handy at all times. People love having a souvenir.
6. Make sure both of you drink enough water and wear enough sun screen. It is extremely important to stay hydrated and refreshed during the hot days at State Fair. If you need a break in the air conditioning, take one.
7. When the parade gets underway, you will be the driver – leave the waving to the Fairest. The vehicle will need to be in the parade route on time.
8. The Wisconsin State Fair covers your admission ticket and parking pass, but meals are on your own. The Fairest's meals are covered by the WAF.
9. Act as a shadow to the Fairest at all time. Remember, the Fairest is the one they've come to see; once you've gotten to the event, you are a fly on the wall.
10. Please no consumption of alcoholic beverages or smoking while escorting. It doesn't set a good example.
11. Have fun and many, many thanks for your time!



FOR IMMEDIATE RELEASE

FOR MORE INFORMATION CONTACT:

_____, Fair Secretary
FairSecretary@YourFair.com / 414-123-4567
Or contact (Fairest) directly at 414-852-3247

_____ (name) **OF _____ COUNTY CROWNED WISCONSIN'S
20XX FAIREST OF THE FAIRS**

LOCATION, WI – January x, 20XX – The 20XX Wisconsin Fairest of the Fairs was selected on Wednesday evening during the XXst Annual Wisconsin Association of Fairs Convention in Wisconsin Dells. A field of XX contestants from county and district fairs throughout Wisconsin participated in the competition, and _____ (name), _____ (age), representing the _____ County Fair, took home the coveted Fairest of the Fairs crown.

The Wisconsin Fairest of the Fairs program was created to promote the variety of educational, agricultural, social, cultural and commercial opportunities available at Wisconsin's fairs. It is a position of responsibility to the citizens of Wisconsin and the winner must possess excellent speaking, writing and listening skills as well as organization, time management and a passion for Wisconsin's fair industry.

_____ (last name) will serve as a spokesperson for the Wisconsin Association of Fairs, representing all 76 Wisconsin county and district fairs in 20XX. His/Her one-year term begins immediately and responsibilities include traveling to fairs throughout the state making appearances, working with media and promoting the educational, social and economic importance of Wisconsin's Fair and Agriculture Industries.

In addition, s/he will serve as an ambassador of the 20XX Wisconsin State Fair, presented by U.S. Cellular, which will take place August XX through August XX. This includes greeting fairgoers and special guests, performing as master of ceremonies for several events before and during the Fair, participating in various contests and representing the Fair during select media appearances.

_____ (last name) was selected from a field of talented young women/men, and replaces the 2015 Wisconsin Fairest of the Fairs, Deanna Schlies of Brown County. The Fairest of the Fairs is chosen by a panel of three judges representing the fair, communications and agriculture industries. This year's judges were _____, _____ and _____.

- more -

20XX FAIREST OF THE FAIRS CROWNED / PG. 2

The daughter/son of _____ (parents' names) of _____ (parents' town), WI, _____ (last name) is a _____ (year in school) at _____ (university) studying _____. S/he is currently the _____

_____(additional information about extra-curricular activities, volunteer positions, scholarships, awards or other notable pieces of information).

_____ (name), ____ (age), representing the _____ County Fair, was named first runner-up. S/he is the daughter of _____ (parents' names) of _____ (parents' town) and is a _____ (year in school) at _____ (university).

_____ (name), ____ (age), representing the _____ County Fair, was named second runner-up. S/he is the daughter/son of _____ (parents' names) of _____ (parents' town) and is a _____ (year in school) at _____ (university).

_____ (name), ____ (age), representing the _____ County Fair, was named third runner-up. S/he is the daughter/son of _____ (parents' names) of _____ (parents' town) and is a _____ (year in school) at _____ (university).

_____ (name), ____ (age), representing the _____ County Fair, was named fourth runner-up. S/he is the daughter/son of _____ (parents' names) of _____ (parents' town) and is a _____ (year in school) at _____ (university).

_____ (name), ____ (age), representing the _____ County Fair, was named Miss Congeniality. S/he is the daughter/son of _____ (parents' names) of _____ (parents' town) and is a _____ (year in school) at _____ (university).

Individuals interested in competing in future Wisconsin Fairest of the Fairs contests may contact their county or district fair board for more information, or visit www.wifairs.com.

To schedule a Fairest of the Fairs appearance, contact Sarah Kikkert at the Wisconsin State Fair Park at 414-266-7062. For more information about Wisconsin Fairs or the Fairest of the Fair program please contact Jayme Buttke at the Wisconsin Association of Fairs at 715-536-0246 or wifairs@sbcglobal.net.

###

WHAT YOU NEED TO KNOW IF YOUR FAIREST BECOMES THE WISCONSIN FAIREST OF THE FAIRS

To the Fairest Coordinator of the newly selected Wisconsin Fairest of the Fairs:

Congratulations, your Fairest has just become the Wisconsin Fairest of the Fairs! Now that your Fairest holds the state title, you are no longer in charge of your contestant. The Wisconsin Association of Fairs and Wisconsin State Fair now take your Fairest as our responsibility, but don't worry – we'll take good care of him or her!

A lot of questions arise with this great honor, especially from the local programs regarding having the Wisconsin Fairest of the Fairs at local events. Included below are some guidelines that go into effect once one is crowned Wisconsin Fairest of the Fairs.

Fairest's Supervisor

- The Wisconsin Fairest of the Fairs becomes an employee of the Wisconsin State Fair. His or her duties are overseen by the Wisconsin Association of Fairs and the Wisconsin State Fair.

Crown and Sash

- The state crown and sash replaces the local crown and sash and is worn to all events.

Schedule

- All appearance requests and media interviews are coordinated and approved by the Wisconsin Association of Fairs and Wisconsin State Fair.

Local Events

- Your fair is allowed one event in which we cover the mileage for the Wisconsin Fairest of the Fairs to attend. Typically, a Fairest will make a visit to his or her home fair, however, if your fair falls during Wisconsin State Fair, we cannot guarantee that the Fairest will be available. Consider another event, such as the crowning of your fairest or a dairy breakfast. If you have other events you'd like the Fairest to attend, you will need to fill out a request form and cover the expenses.
- Remember all of the events your local fairest did in order to get the state position. It's important to offer those same opportunities for your next local fairest and not let the Wisconsin Fairest of the Fairs overshadow those experiences.

We are looking forward to working with the new Wisconsin Fairest of the Fairs. If you have any questions about this new role, please feel free to contact the Wisconsin Association of Fairs office.

2015 WISCONSIN FAIREST OF THE FAIRS REQUEST FORM

Please return via email to: fairest@wistatefair.com

Form due on May 15, 2016

Requests received by May 15 will be confirmed by June 30, 2016

Name of Fair	
Dates of Fair	
Fair Website	
Contact Person	
Contact Person Phone Number	
Contact Person Cell Phone Number	
Contact Person E-Mail Address	

First Requested Appearance

Date of appearance	
Time of arrival for appearance	
Anticipated length of appearance	
Physical Address of Appearance (for GPS purposes)	
City, State Zip	
Attire for event	
Check in location	
Event contact or Escort	
Event contact cell phone number	
Fair office phone number (for last minute emergencies)	
What is the event? (fair, dairy breakfast, parade)	
Will s/he be judging any events (i.e. cloverbuds)? If so, which?	
Will s/he be announcing a Main Stage act?	
Will s/he have any media interviews scheduled?	
Will s/he emcee an event (i.e. clothing revue or awards ceremony)?	
Will s/he have the opportunity to address large crowds?	
Will s/he be able to interact with kids and families attending the Fair?	
Will s/he be passing out ribbons? If so, what events?	
Please list any other specific information about his/her responsibilities while attending this event.	

Second Requested Appearance

Date of appearance	
Time of arrival for appearance	
Anticipated length of appearance	
Physical Address of Appearance (for GPS purposes)	
City, State Zip	
Attire for event	
Check in location	

Event contact or Escort	
Event contact cell phone number	
Fair office phone number (for last minute emergencies)	

What is the event? (fair, dairy breakfast, parade)	
Will s/he be judging any events (i.e. cloverbuds)? If so, which?	
Will s/he be announcing a Main Stage act?	
Will s/he have any media interviews scheduled?	
Will s/he emcee an event (i.e. clothing revue or awards ceremony)?	
Will s/he have the opportunity to address large crowds?	
Will s/he be able to interact with kids and families attending the Fair?	
Will s/he be passing out ribbons? If so, what events?	
Please list any other specific information about his/her responsibilities while attending this event.	

WILL YOUR FAIR BE ABLE TO PROVIDE ANY OF THE FOLLOWING?

Lunch/Dinner and refreshment break?	
Lodging before or after event (pending on time needed)?	
Is your Fair willing to assist with mileage expenses?	