

## Calumet County Fair Committees

### **Budget and Finance Committee**

- Set up of fair budget
- Allocation of funds to committees
- Monitor and planning of spending of funds
- Work with treasurer as needed
- Set fees/contracts for income of racetrack, space rentals, camping
- Sponsorships / Foundation
- Fundraising coordination
- Set up contracts with organizations to sell tickets for fair admission
- Allocation and coordinate fair admission passes

### **Building and Grounds Committee**

- Develop and implement a budget
- Safety and up keep of all structures
- Safety and maintenance to grounds
- Parking
- Fair layout
- Rental of equipment
- Site utilization for all events
- Campgrounds
- Grandstands
- Race track
- Coordination with Master Gardener's with on going flower beds

### **Volunteer Committee**

- Develop and implement a budget
- Maintain a list of volunteers
- Match volunteers to jobs
- Recognition program for volunteers
- Volunteer recruitment
- Coordinate organizations to sell tickets for fair admission

### **Entertainment Committee**

- Develop and implement a budget

- Evaluation and propose to the board bands, grandstand shows, and acts for board approval
- Implementation and coordination of approved entertainment
- Family Entertainment

#### **Merchants / Vendors Committee**

- Develop and implement a budget
- Evaluate and propose to the board the carnival for the fair for board approval
- Implementation and coordination of approved carnival
- Recruit merchants and vendors for the fair
- Coordinate vendors and merchants for the fair
- Work with the building and grounds committee for fair layout
- Responsible for the coordination of fair beverages and food stands
- Responsible for all contracts with vendors, merchants, beverages and food stands after approval by the board. Contracts must be signed by designated person on finance committee.
- Compliance issues as licenses, inspections, food safety and any necessary permits.

#### **Advertising and Promotions Committee**

- Development and implement a budget
- Fairest of the Fair
- Parades
- Pre fair advertising
- Fundraising in conjunction with the Finance and Budget Committee
- Fair promotions
- Fair theme
- Coordination of State Convention Events
- Coordination of State Fair Events
- Representative to attend Chamber of Commerce meetings
- Representative to attend Calumet County Tourism meetings

#### **Exhibits Committee**

- Premiums and awards
- Fair book updates and rule changes
- Animal health regulations
- Superintendents responsibilities

- Recruit school displays
- Prepare school displays for judging
- Set up school displays
- Coordinate and oversee all judging of all fair exhibits
- Calumet County Fair Website