

Brackendale Farmers Institute Fall Fair Judging Procedures

These procedures will be given to the Exhibit Judges prior to the fall fair with copies of the following: Judging criteria, samples of the Judging Score Form and Entry Tag.

Place: The Brackendale Farmers Institute Grounds 41976 Government Road
Your arrival time is 6:45 pm Friday the day before the fair
Judging time is from 7:00 pm to 9:30 pm or when you have completed your section

1. On arriving at the fairgrounds the Exhibit Coordinator will greet you and discuss the judging format and answer your questions. You will then be directed to your section at 7:00 pm. A Clerk will have arranged exhibit items by the class number and **age divisions** before you arrive. Please ensure that all exhibits are in the correct age division within your assigned class. **Adult** entry forms are **white**, **Teen** entries are **orange**, **Junior** entries are **blue** and **Child** entries are **pink**.
2. You will have most materials provided for you. The Exhibit Coordinator will have discussed with you in advanced any additional equipment you may require.
3. To begin judging a class find the correct **judging score sheet**. The sheets are titled for each class in your section. **Circle the age division**. (A) -Adult, (T) - Teen, (J) - Junior and (C) - Child as ages are judged separately.
4. Referring to your **judging score** sheet mark the **entry tag** with the appropriate letter (ex. A, B, C, D, E etc.) that you will be judging the exhibit under. This will coordinate the judging score sheet information to the entry tag. (See sample in package)
5. Continue on the back of the score sheet if there are more than 6 entries. When you finish judging a class mark the entry tag with 1st, 2nd or 3rd in the **Placed** designated spot.
6. After completing a class, **with the help of the Assisting Judge or Clerk**, go back and uncover the names. Fill in the first, second and third place names along with their phone number on the bottom of the **judging score sheet**.
7. When you are ready to attach the ribbons, please collect only the number of ribbons that you need for that class. Fold the entry tag back beneath the Exhibitor's name so that their personal information is hidden with **only their name exposed**. Paperclip the ribbon to the righthand side of the entry form catching the folded portion and keeping only the name and ribbon details visible. (See sample in package). Continue until each class in your section is done.
8. When you have finished judging turn in your package with all your paperwork to the Exhibit Coordinator.

Any questions contact Exhibit Coordinator - Madeline Robertson 604 848 9498