

Brackendale Farmers Institute Fall Fair Clerk Procedures

Place: Brackendale Farmers Institute Grounds, 41976 Government Road

Date: Friday prior to the day of the fair

There are six clerk tasks. Below are the duties and responsibilities that you will be responsible for depending on which clerk task you have volunteered to do.

Welcoming Clerks - 2

Your shift is from 4:15 pm to 6:45 pm. You are the first step. You will greet and direct exhibitors. Check your list of exhibitors who have registered early. If they are on your list direct them immediately to the receiving tables.

If they are not on your list and they have their completed tags direct them to the registration line up. If they do not have entry tags direct them to the payment line up.

No exhibitors will be accepted through the gate after 6:30 pm. **No exceptions.**

Payment Clerk 1

Your shift is from 4:15 pm to 7:00 pm. You will sell Entry Tags and receive payment.

You will instruct them to correctly fill out their entry tags before lining up at registration. The goal is to have all entries processed by 6:40 pm.

Entry forms are colour coded. Adult entries are white, Teen entries are orange, Junior entries are blue and Child entries are pink.

Registration Clerk 1

Your shift is from 4:15 pm to 7:00 pm. The goal is to have all entries processed by 6:50 pm.

You will register all entries into the data base in the appropriate column.

After their registration is complete you will direct the exhibitor to the receiving table in front of the exhibit tent.

Entry tags are colour coded. Adult entries are white, Teen entries are orange, Junior entries are blue and the Child entries are pink.

Receiving Clerks 4

Your shift is from 4:15 pm to 7:00 pm. Entries are received from 4:30pm until 6:55 pm as judging begins at 7:00 pm.

You will be stationed at the entry to the exhibit tent.

You will receive the exhibits with their complete and correct entry tags.

Make sure each entry tag is filled in correctly and legible as follows: Section, Class, Description, Age, Name, Phone number and Mailing Address. Entry tags are colour coded. Adult entries are white, Teen entries are orange, Junior entries are blue and the Child entries are pink.

Fold bottom up to hide competitor's name and secure fold from the left with a paper clip (see sample in package). Then attach entry tag to the exhibit. Try not to cover the exhibit, especially bottled exhibits, with the entry tag.

Clerk Runners 4+

Your shift is from 4:15 pm to 9:30 pm.

You will take the exhibit with entry tags attached from the receiving clerks and deliver the exhibit to the correct section and class.

After receiving is complete you will remain and be assigned to assist a judge.

Table Classes Organizing Clerks 4+

Your shift is from 4:15 pm to 9:30 pm.

You will be assigned to a section of tables.

You will arrange the exhibits in your section neatly by class and age division before the judge arrives. Check the section sign and class list in your package if unsure of the classes.

After receiving is complete you will remain to assist the judges.

Any questions contact Exhibit Coordinator - Madeline Robertson 604 848 9498