

6:30 p.m. - 8:00 p.m.

PRE-FAIR SET-UP BARNS 1 and 2
LOOKING FOR 12 PEOPLE*

Armada Pre-Fair Scheduling					
NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Thurs) Jul 18, 2013		
			(Thurs) Jul 18, 2013		
			(Thurs) Jul 18, 2013		
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			(Thurs) Jul 18, 2013		
			(Thurs) Jul 18, 2013		

*Duties include cleaning the barns (i.e., sweeping, dusting, cleaning cabinets), rearranging risers and cabinets, setting up saw-horse tables, hanging up wall decorations, etc.

6:30 p.m. - 8:00 p.m.
(IF NEEDED)

PRE-FAIR SET-UP BARN 1 and 2
LOOKING FOR 6 PEOPLE*

Armada Pre-Fair Scheduling					
NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Fri) Jul 19, 2013		
			(Fri) Jul 19, 2013		
			(Fri) Jul 19, 2013		
			(Fri) Jul 19, 2013		
			(Fri) Jul 19, 2013		
			(Fri) Jul 19, 2013		

*Duties include cleaning the barns (i.e., sweeping, dusting, cleaning cabinets), rearranging risers and cabinets, setting up saw-horse tables, hanging up wall decorations, etc.

2:00 p.m. - 6:00 p.m.

CHECK-IN OF ENTRIES FOR BARN 1
LOOKING FOR 6 PEOPLE*

Armada Pre-Fair Scheduling					
NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Tues) Aug 6, 2013		
			(Tues) Aug 6, 2013		
			(Tues) Aug 6, 2013		
			(Tues) Aug 6, 2013		
			(Tues) Aug 6, 2013		
			(Tues) Aug 6, 2013		

*Duties include checking in of entries for Barn 1 (Non-Perishable entries). Make sure entry tags are attached to entries, entries are checked in to log books, entries are moved to correct location within barn, exhibitor passes are distributed to exhibitors when they bring their entries in. Youth participation ribbons are attached to all youth entries. Homemaker of the year and Youth Achiever of the year entries are checked in with special requirements.

2:00 p.m. - 8:00 p.m.

CHECK-IN OF ENTRIES FOR BARN 1
LOOKING FOR 8 PEOPLE*

Armada Pre-Fair Scheduling

NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Wed) Aug 7, 2013		
			(Wed) Aug 7, 2013		
			(Wed) Aug 7, 2013		
			(Wed) Aug 7, 2013		
			(Wed) Aug 7, 2013		
			(Wed) Aug 7, 2013		
			(Wed) Aug 7, 2013		
			(Wed) Aug 7, 2013		

*Duties include checking in of entries for Barn 1 (Non-Perishable entries). Make sure entry tags are attached to entries, entries are checked in to log books, entries are moved to correct location within barn, exhibitor passes are distributed to exhibitors when they bring their entries in. Youth participation ribbons are attached to all youth entries. Homemaker of the year and Youth Achiever of the year entries are checked in with special requirements.

10:00 a.m. - 6:00 p.m.

CHECK-IN OF ENTRIES BARN 1
LOOKING FOR 10 PEOPLE*

Armada Pre-Fair Scheduling

NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Thur) Aug 8, 2013		
			(Thur) Aug 8, 2013		
			(Thur) Aug 8, 2013		
			(Thur) Aug 8, 2013		
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			(Thur) Aug 8, 2013		
			(Thur) Aug 8, 2013		

*Duties include checking in of entries for Barn 1 (Non-Perishable entries). Make sure entry tags are attached to entries, entries are checked in to log books, entries are moved to correct location within barn, exhibitor passes are distributed to exhibitors when they bring their entries in. Youth participation ribbons are attached to all youth entries. Homemaker of the year and Youth Achiever of the year entries are checked in with special requirements.

Armada Pre-Fair Scheduling					
NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Fri) Aug 9, 2013		
			(Fri) Aug 9, 2013		
			(Fri) Aug 9, 2013		
			(Fri) Aug 9, 2013		
			(Fri) Aug 9, 2013		
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*Duties include setting entries out for display during the fair. Photos and art work are hung on walls, quilts are hung on rods, all other items are set out on tables/shelves, etc. All name tags are opened and ribbons are displayed for fairgoers to see easily.

10:00 a.m. - 6:00 p.m.

CHECK-IN ENTRIES FOR BARN 2
LOOKING FOR 10 PEOPLE*

Armada Pre-Fair Scheduling

NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Sat) Aug 10, 2013		
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*Duties include checking in of entries for Barn 2 (Perishable/Floral/Canned entries). Make sure entry tags are attached to entries, entries are checked in to log books, entries are moved to correct location within barn, exhibitor passes are distributed to exhibitors when they bring their entries in. Youth participation ribbons are attached to all youth entries. Homemakers of the year and Youth Achiever of the year entries are checked in with special requirements.

2:00 p.m. - 4:00 p.m.

ASSIST WITH JUDGING BARN 2
LOOKING FOR 12 PEOPLE*

Armada Pre-Fair Scheduling

NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Sun) Aug 11, 2013		
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*Duties include assisting with judging of entries for Barn 2. Need one scribe and one assistant per judge (judges are hired separately).

12:00 noon - 2:00 p.m.

RECONCILE ENTRIES FOR BARN 2
LOOKING FOR 10 PEOPLE*

Armada Pre-Fair Scheduling					
NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Sun) Aug 11, 2013		
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			(Sun) Aug 11, 2013		

*Duties include checking all entries for Barn 2 against log books and making sure all entries are accounted for and in the proper location for judging.

8:00 a.m. - 12:00 noon

CHECK-IN ENTRIES FOR BARN 2
LOOKING FOR 10 PEOPLE*

Armada Pre-Fair Scheduling					
NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Sun) Aug 11, 2013		
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			(Sun) Aug 11, 2013		

*Duties include checking in of entries for Barn 2 (Perishable/Floral/Canned entries). Make sure entry tags are attached to entries, entries are checked in to log books, entries are moved to correct location within barn, exhibitor passes are distributed to exhibitors when they bring their entries in. Youth participation ribbons are attached to all youth entries. Homemaker of the year and Youth Achiever of the year entries are checked in with special requirements.

6:00 p.m. - 9:30 p.m.

CHECK-OUT ENTRIES BARN 1 AND 2
LOOKING FOR 24 PEOPLE*

Armada Pre-Fair Scheduling

NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Sun) Aug 18, 2013		
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			(Sun) Aug 18, 2013		

*Duties include checking out all entries for Barns 1 & 2. You will be removing entries from walls, shelves, etc. All exhibitors must present claim tickets to receive entries. All entries must be checked against claim tickets to confirm exhibitor is removing the correct entries.

10:00 a.m. - Noon

CHECK-OUT ENTRIES BARN 1 AND 2
LOOKING FOR 6 PEOPLE*

Armada Pre-Fair Scheduling

NAME	PHONE	EMAIL	DATE	TIME	REMARKS
			(Mon) Aug 19, 2013		
			(Mon) Aug 19, 2013		
			(Mon) Aug 19, 2013		
			(Mon) Aug 19, 2013		
			(Mon) Aug 19, 2013		
			(Mon) Aug 19, 2013		

*Duties include checking out all entries for Barns 1 & 2. You will be removing entries from walls, shelves, etc. All exhibitors must present claim tickets to receive entries. All entries must be checked against claim tickets to confirm exhibitor is removing the correct entries. Will also be required to clean-up barns after entries are removed (i.e., pull off paper covering risers/tables, disassemble tables, stack sawhorses/plywood).