

# Convenor Fair Duties

---

## Duties of the Fair before during and after Judging

Members of the committee are responsible for the efficient judging of the section they are assigned. Please treat EXHIBITORS and their entries with respect.

When receiving exhibits, check the prize list for special requirements i.e. recipe, number of items, etc. This gives the exhibitor one last chance to make things right. Once received place in the proper area for that item. Keep classes in order and together. NEVER criticize entries. Be helpful with exhibitors so they have their exhibit ready for judging. Under no circumstance do you fix entries, it must be the exhibitor.

If articles are soiled or have an odour, you may refuse them. The odour may transfer to other items. let the judge do their job regarding rules, sizes etc. They will right notes giving reasons to help future entries. refer to the Judging Standards current Book.

It is a good idea to track number of entries per class, section for review after the fair.

Have adequate help, and space. Cover tables with white covers. Have all necessary stationary supplies, i.e staplers, tape, ribbons, record book, pins etc. Pre-assign helpers to duties. recorder, displayer, fetcher etc. Things will run more smoothly. Persons doing displays should be aware of the space and do things in order. ie high walls first ,tables below last. The display is very important. It is your show.

Chairperson, or Committee member should be ready to welcome the judge and escort them to the area they will be working in. Most important, check in with the office, ensure mileage etc. is given as needed. Introduce the judge to all the group they will work with. If there is an apprentice judge they will be included in the introductions. Name badges are appreciated!

Speak with the judge regarding sitting, standing etc. have chairs in place if required. Do they need water part way through? as a break.

If a meal break is included do not leave the judge sitting on their own.

If there are questions about items, ask prior to judging please.

Once judging commences, keep chatter to a minimum. Absolutely no identifying items to persons. If this happens the judge has the right to disqualify.

Ensure Entry Tags are kept with the correct exhibits. Be extra careful with canning lids. Have articles brought to the Judge. Place in front of the judge or at a predetermined place. Keep the sections, classes moving along but do not rush the judge. The judge will have their standards book, but they should have a copy of your fair book as well. The recorder will have the judging sheets.

Judging does take time. IF there is a time dependant event, or the judge is falling far behind, ask if they would mind getting another judge to assist them. This will disrupt the flow a bit but sometimes it is necessary.

Encourage the judge to make comments on the back of cards.

A committee member should be able to assist judge with heavier articles. the judge may also choose to judge delicate articles in place. The committee should never identify exhibitors or any factors that would affect results. Committees should not do the judges work for them. Do not pre measure items, it is not the committees job to disqualify items, this is the judges responsibility. You hired them, let them work.

Unless you fair has a policy regarding Volunteers not exhibiting at their fair they are free to do so.

Evaluation, and communication are important. Take time as a committee member to look, listen and learn. What was confusing, maybe changes for next years book? Seek out comments and concerns from the judge, volunteers, exhibitors after judging. Everyone has a part to play in making the fair a welcoming enjoyable experience.

The recording member must get the judge to sign off on the judging placing book. Ensure the judge checks with the office regarding their pay. Never expect the judge to return(donate) their fee. This is completely the judge's choice. They were hired to do a job. If there is a problem with the judge, be polite, do not upset the flow if possible. Discuss with the committee head after, and perhaps do not rehire for next year.

If the problem is affecting results, let the committee head solve the problem, do not second guess, and do not change placings. The committee head can report serious concerns to the district judging coordinator. Just be sure this is not a gossipy, or personal conflict. These should be left at the door.

Step back and ensure tags are opened, and the display is attractive. Sometimes things get lost or crowded out. All exhibits are important.

Become part of the fair membership. Pay the membership fee and become a member.

THANK YOU IS VERY IMPORTANT! TO ALL PERSONS INVOLVED!

Joanne Holt, 2023  
[stormyholt@hotmail.com](mailto:stormyholt@hotmail.com)