



Agenda

Putnam County Fair Board Meeting

Meeting Room at the Putnam County Extension Office on 900 S. Walnut Ave.

January 8

**5:45p Pictures of New Board Members for Name-Tag/I.D.
(New Board Members come a few minutes earlier if you can)**

Standing Committee Meetings

6p Marketing and Sponsorship Committees Meeting

6:15p Events and Operations Committee Meeting

6:30p Board Meeting

Break

8:30p Adjourn

Prayer

Minutes/Financials

Accept the Agenda

Agenda Items:

Sheriff Eddie Farris – Security at the Fair -- Eddie will join us and we will adjust the agenda to hear him whenever he can be with us.

- **Old Business**
- **2015 Budget for the Fair – Give Approval (Handout)***
- **Revised "Benefits of Sponsorship" (Handout)***
- **Review Example of Ten Day Program -- (Handout)***
- **List of State Showcase Items and last minute details for TAF Meeting – bring showcase items to the meeting. (Handout-list)* Jane any details we may need to know about?**
- **Share list of new attractions – Patsy Farris (Handout)***
- **Meeting date ... do we need to change from 1st Thursday?**

- **New Business**
- **Junior Fair Board – Madison and Matt – Application (Handout)***
- **Contracts in Hand for all Motor Events/Website for approval**
- **Prepare list of contacts with internet calendars/event websites/print publications including, but not limited to all three major TV Stations in Nashville, UCEMC Magazine, Farm Bureau Magazine, Senior Times, Celebrations, etc. – Sally and Marketing Committee (Handout)**
- **Discuss event/program committees needed and the Advisory people who will be involved, and plan for meetings and input into the fair book.**

County Horse Show; Open Walking Horse Show; Western Horse Show; Entries/Classes for Entries; Animal Shows; etc. – Wes, Carl, Matt, Myra, Melanie, Sally, John – What do we do to market these shows to counties around us? Shall we open up the county horse show?

- *Spring Carnival – Should we consider having one?*

****Handouts will be provided by Patti at the meeting***

***Tennessee Assoc. of Fairs Meeting
January 22-24 Music City Sheraton, Nashville
"Your Time Makes a Difference"***

***February
Board Meeting February 5***

- *Make any adjustments to Final Plan for Fair Events.*
 - *Any Up-Date on the Budget for Board Approval.*
- *Make Follow-up Contacts with Donors who have not responded*
 - *Send Thank You Letters to Donors*
 - *General News Release Ready for Board Approval.*
 - *Determine if Buying Ad Space*
 - *Identify Human Interest Stories -- Marketing*
 - *Youth Fair Board Announced and Recruited*
 - *Call for list of volunteers with names and addresses.*
- *Make Contact with Department Supt./Chairs of various shows/events confirm intent to continue in that role.*
- *Finalize all Committees and Class offerings in Fair Book*

***March
Board Meeting March 5***

***First Draft of Fair Book ready...to printer.
Confirm and Approve Labor Needs for the Fair***

***April
Board Meeting April 3***

Place RFPs on website, and in the Herald Citizen for Parking, Cleaning, Security, Lights and Sound, Trash deadline of May 1.

***Ribbons Ordered
Badges/Tickets printed
Final Draft of Fair Book to printer...***