



89TH PUTNAM COUNTY AGRICULTURAL FAIR JULY 30 - AUGUST 8, 2015

Agenda

May 7, 2015

Junior Fair Board will meet at 5:30p

Fair Board Meeting at 6:30p

County Extension Office, 900 South Walnut

I will bring soft drinks and make coffee.

Can a couple of you bring treats?

DO ANY COMMITTEES NEED TO MEET

- **Junior Fair Board – Madison, Matt, Bert (List of Jr. Fair Board Handout)**
- **Final plans for 4th of July – Barbara/Sally/Glenn**
- **What are we doing in schools? Melanie, Matt, Bert**
- **Tents from funeral homes – Jane**
- **Dumpster Painting – Events Committee – David and Patsy**
Adding Horse Shoes Contest? – David
- **Cynthia Lyons as our attorney.**
- **Parking Contract – John Edgington**
- **Lumber Jack Contest – Roger**
- **Carnival – David, Tephany, Brenda, Glenn**
- **Recruiting Volunteers for Gates – Jane and Tephany**
- **HOG Rally -- Tim**
- **What Supplies do we need? Sally/Kay**
- **Final names on Sponsors' List in Fair Book to Printer May 15 – ALL (Sponsors List as of May 1 as handout)**
- **Final Program – John (Last version of the Fair Schedule that will be in the center of the fair book as handout)**
- **Labor – Fair Workers -- John and Carl**
Also Looking for four people to work ten days & nights on gates \$100/night (3:30p – 11p week nights; 2p – 11p first Saturday; 11a – 11p Sunday; 9a – 11p second Saturday.
- **Change June Meeting Date -- David consult board members to find another June date please.**
- **Other Items _____**
- _____

June
Board Meeting June 4

- ***Distribute Fair Books and Posters across the County – 150 locations***
- ***Prepare letters of invitation to County Commission, Elected Officials and Guests for Opening Luncheon/Ribbon Cutting;***
- ***All Supplies Needed for the Fair Ordered***
- ***Volunteer Plan in Place***
- ***Finalize Food orders/plans for Senior Day, etc.***
- ***Determine 2016 Dates for Fair and Begin Planning for 90th Birthday of the Putnam County Fair***
- ***Determine Equipment Needs for the Fair and make contacts with Suppliers.***
- ***Set Dates for Fairgrounds clean up and Board to work at the fairgrounds.***

July
Board Meeting July 2
Second Board Meeting July 23 at the fairgrounds

- ***Review Fair Personnel, Facilities and Supplies List for the Ten Days – make assignments.***
- ***Hang Banners***
- ***Set Up Office on the Fairgrounds***
- ***Make sure the grounds are landscaped and ready for the Fair***
- ***Assemble Supply/Ribbon Boxes for each Event.***