



Russell Area Club Duties for Fair Clean-Up/Set-Up



Wednesday, July 15th, 6:00p.m.

(unless noted differently)

Duties are rotated every 2 years.

Bring Cleaning Supplies. NOTHING will be provided!

KITCHEN & FOOD STAND

Food Manager and Assistant Manger

Food Manager Contact- Alicia Boss: 620-779-2389

(4-H Building Exhibits when finished)

Big Creek 4-H Families

Items to Bring: Mops, Brooms, and Cleaning Rags

Before Fair: Move freezers, refrigerator, pie case, steam table, etc. from store room to 4-H Food Stand area. Set-up chairs and tables for Food Stand. Clean up Kitchen and Dining Area.

After Fair: Return Freezers, etc. to Store room, Clean kitchen and dining area. Return tables and chairs.

4-H BUILDING EXHIBIT AREA

4-H Building Superintendents & Assistants

Fair Board Contact- Rita Habbart: 785-658-7682

(need extra help from everyone)

Wolf Creek Valley 4-H Families

Items to Bring: Rags, Scissors, tie wire, small tools, and vacuum cleaners. **Large flatbed trailer to haul needed items from Poultry Barn to 4-H Building (Contact JW about this).**

Before Fair: Clean and arrange showcases and place paper on shelves. Assemble and place booths and display shelves according to floor plan. Put up bulletin boards. Move miscellaneous items from poultry barn if necessary.

After Fair: Bring Pick-ups and low trailers for returning equipment to poultry barn. Clean out showcases. Remove shelves and place on bottom of showcases. Dismantle all display equipment and booths. Return showcases to storeroom.

HOG BARN & WASH RACKS

Swine, Sheep, and Goat Superintendents & Assistants

Fair Board/ Goat Contact- JW Strobel: 785-483-1190

(4-H Building when finished)

Lone Star 4-H Families

Items to Bring: Brooms, hoses, shovels, small tools, rags

Before Fair: Take out plugs in drains and store in hog barn office (Contact JW about this). Clean up and hose down hog barn, cattle wash-racks, and bleachers. Put lightbulbs in hog barn and all other outside bulbs of livestock barns/buildings (bulbs can be picked up from North Room)

After Fair: Clean up and hose down hog barn, cattle wash racks and bleachers. Replace plugs to drains. Take out all above-mentioned light bulbs and store in the 4-H Building storage room.

POULTRY / RABBIT BARN

Poultry and Rabbit Superintendents & Assistants

Poultry and Rabbit Contact- Tammy Cline: 785-545-5964

(4-H Building when finished)

Sunflower 4-H Families

Items to Bring: Pliers, hammers, brooms, and shovels

Before Fair: Clean out planks, panels, etc. from poultry barn and set up crates. Clean Floor. Set up judging table and area.

After Fair: Poultry Barn NEEDS to be cleaned and prepared for storage prior to scheduled "Clean-Up Time." This can be done after auction on Friday evening. Clean and hose down crates and replace for storage.

CATTLE BARN

Beef Superintendents & Assistants

Beef Contact- Crecia Reeves: 785-445-8221

(4-H Building when finished)

Sunflower 4-H Families

Items to Bring: Rakes, brooms, pitch forks, shovels and small tools

Before Fair: Clean out stalls and put in lights. Clean out cattle barns. Sweep concrete alley and rake sand as needed. Place trash barrels around livestock building area.

After Fair: Clean out stalls and remove and store neon light tubes. Clean out and rake sand in cattle barns. Sweep Alley. Return trash barrels to storage in cattle barns.

GROUND

ALL 4-H MEMBERS

Garbage bags are available at the 4-H building, you need to wear gloves. After fair, pick up all trash on the grounds and put in garbage bags, place in dumpster south of 4-H building.

*Bleacher/Arena Area— **Lone Star**

*South of Horse Barn to Park—**Wolf Creek Valley**

*North of 4-H Building and Armory— **Big Creek** *East & South of 4-H Building— **Sunflower**