August 21, 2018

TO: Kansas State Fair Fashion Revue Volunteers

FROM: Jodi Drake, Pratt County FCS Agent

 Ethel Schneweis, Ford County FCS Agent

 Diane Mack, Northeast Area 4-H Specialist

RE: Kansas State Fair 4-H Fashion Revue Judging

 September 15, 2018

 Hutchinson Community College Fine Arts Building, 600 E. 11th, Hutchinson

**Committee: Clerks in Judging Rooms** – arrive by 7:30 a.m. and report to Room (TBD) for Orientation with judges.

 Committee Members: Jennifer LaSalle, Jennifer Schneweis, Lora Horton, Vicki Simonsen, Donna Preisner, Sue Buhler, and Debra Bolton

Thank you for volunteering your time to help with the Kansas State Fair Fashion Revue.

1. One clerk is needed per judge (we have seven judges). You will assist the judge in writing comment sheets, filling out forms noting call backs, and giving call back “tickets” to contestants.
2. Be sure the contestant number is correctly noted on the judge’s comment sheet. Record placing accurately and clearly on the comment sheet and on a master list. Also note “no shows” as given by the line-up committee.
3. Remember, clerks are not to influence the judges with any comments or opinions.
4. Record purple ribbon call backs on the master list and **give the contestants call back tickets before they leave the room**. Make sure the clerk at the door knows which were call backs as well.

We will have schedules to use as a master, pens, highlighters and callback tickets for your use. If you think of other supplies you will need, please contact one of the co-chairs listed above.

If you need to contact someone on September 15 please call Diane Mack’s cell phone at 785-770-7935. We will not take a lunch break on September 15 and will plan to be finished around 12:30 p.m. Snacks will be available for helpers in the hospitality room.