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: Hospitality** – arrive at 7:30 a.m.

 Committee: Victoria Selzer

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

1. Please make coffee, iced tea and ice water.
2. Please buy crackers, cheese, fresh fruit and vegetables and arrange for easy access. (There have been requests in the past for some “chocolate” also.)
3. You will need to purchase enough food, drink and paper supplies (small paper plates, cups and napkins) to serve the judges and committee workers.
4. Please clean up after 1:00 p.m.
5. Send bills/receipts to the State 4-H Office, Attention: Kansas State Fair Fashion Revue Judging. You have a budget of $75 or less.
6. No food or drinks outside the room. Judges may take refreshments to their judging room.

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.