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: Registration and Information** – arrive by 7:10 a.m.

Committee Members: Robin Eubank-Callis, Mindy Heinson, Ethel Schneweis

Thank you for volunteering your time to help with the Kansas State Fair Fashion Revue. We will use the counter that is already available in the lobby and contestants will check in and get their information from you.

1. Give each contestant their number to stick on to their garments as they model. These numbers will be on the original list and on the judges comment sheets.
2. Give each contestant a sheet of instructions for the judging procedure and the Public Style Revue if they did not bring these with them (they will be available on the State 4-H website with the judging schedule.)
3. Give each contestant one door pass for the person that will go to the dressing room with them.
4. Keep a record of the “no shows” and give to overall chair.
5. Direct 4-H’ers to dressing rooms. Remind each of his or her judging time and the room assignment.
6. One person needs to monitor the door so that only one parent/adult can assist 4-H’ers beyond the registration area.
7. Registration is complete when the last person is checked in.

We will have pens, instruction sheets, contestant numbers, schedules, maps of the facility, tickets to get past the door guard and the no show list for your use. If you think of anything else you will need, please email any of the co-chairs.

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. Most of your committee duties are done when the last contestant checks in but it would be nice if some of you stuck around for a little while in case some of those last people have questions.