

## Still Life Superintendent Job Responsibilities

Assure that the following tasks are completed for your project area:

- Display area
  - Display tables or cabinets, etc, set up, decorated and ready for public viewing;
  - Items properly labeled for identification
  - Educational aspect included in display
  - Signage identifying project area
  - 4-H Emblem on display
  - 4-H Score card on display
  - Award sponsors acknowledged
  
- Receive entries on check in day
- Assist judge(s) with clerking
- Assure "Green Sheet" is completed with ribbon placing and premium points earned and submitted to 4-H Fair Superintendent
- Turn in list of champion placings and special awards to 4-H Fair Superintendent so it can be submitted to local media
- Help with check out and tearing down display Sunday at closing
- Arrange coverage for adult or teen leader security in Still Life Building for one shift during fair.

Post fair: (submit to 4-H Fair Superintendent)

- ✚ Turn in number of hours spent on fair prep and activities for the fair for yourself and all assistants
- ✚ Turn in recommendations for fair book changes