

# 2020 LIVESTOCK COUNCIL RESPONSIBILITY SIGN-UP SHEET

**\*\*\* EACH FAMILY MUST SIGN UP FOR ONE RESPONSIBILITY \*\*\***

**Only ONE family per space! If a family is already listed, CHOOSE ANOTHER TASK. Do NOT add name.**

## BEFORE FAIR RESPONSIBILITY TASKS

*If you have any questions about these, please contact Livestock Council Vice President, Dan Huitema - 920-229-2696*

RESPONSIBILITY	FAMILY LAST NAME	FAMILY PHONE #	DESCRIPTION OF TASK	DATE TASK COMPLETE
ORGANIZE AN EDUCATIONAL <b>BEEF</b> CLINIC			These can be held any time of the year (possible topics: picking out a fair animal, proper feed/nutrition, fitting/grooming for show, showmanship etc.). Whoever signs up to organize these, needs to contact Kathy at the Extension Office, so it can be publicized on Facebook and put in the 4-H Focus newsletter and a newsblast sent through 4HOnline to all those 4-H members in the project with the DATE, PLACE, TIME.	
ORGANIZE AN EDUCATIONAL <b>POULTRY</b> CLINIC				
ORGANIZE AN EDUCATIONAL <b>RABBIT</b> CLINIC				
ORGANIZE AN EDUCATIONAL <b>SHEEP</b> CLINIC				
ORGANIZE AN EDUCATIONAL <b>SWINE</b> CLINIC				
ORGANIZE SHEEP SHEARING WORKSHOP			Contact Jay Held @ 920-295-4257. Contact Extension office with date, time, location	
CHAMPION BUYERS' GIFT: <b>BEEF</b>	LANG		Previous years' champion beef, sheep and swine families should be taking this responsibility. Purchase gifts for: GRAND & RESERVE CHAMPION BEEF, SHEEP & SWINE amounting to approximately \$30/each. Present at auction as a thank you. Turn in receipt for reimbursement to LC treasurer. Make sure to have the Emcee of the auction has this information for accounting purposes.	
CHAMPION BUYERS' GIFT: <b>SHEEP</b>	HUITEMA			
CHAMPION BUYERS' GIFT: <b>SWINE</b>	NEWTON			
UPDATE CHAMPION BOARD	GRAFF (Stacy)	229-2471	Located in Sheep/Swine Barn. Place new pictures of previous years' winners and their buyers. The sign may need to be repainted; frames repaired/replaced, new name plates etc.	
UPDATE AUCTION BUYERS' SIGN BOARD	D.BADTKE	229-4532	Located in Sheep/Swine Barn. Request buyers list from Extension Office.	
SHAVINGS			Contact Landmark, Markesan, for possible donation-135 bags or three pallets. Send thank you to whomever supplies, after completion of the fair.	
LIME			Purchase 6-8 bags of lime to be used during swine show and auction Turn in bill to Livestock Council Treasurer.	
CONTACT AUCTIONEERS AND AUCTION EMCEE	CHAPMAN	608-617-4161	Obtain names and addresses of previous auctioneers/emcee from Extension Office. Send letters to the auctioneers in <b>early May</b> and make sure the letter states they are invited to eat at the appreciation meal. <b>After completion of the fair, mail thank you to the auctioneers for their service.</b> Contact Auction Emcee: Chumly Mace: 920-229-3961; N2193 Hilltop Rd/Markesan 53946 (verify if he will do it). <b>After completion of the fair, mail thank you for his service and entertainment:-)</b>	
CONTACT TRUCKERS			Obtain names and addresses of previous years' truckers from Extension Office. Send letters to the truckers in early March and make sure the letter states they are invited to eat at the appreciation meal. Follow up call to confirm one week prior to the fair - relay the information to the barn superintendents. <b>After completion of the fair, mail thank you for their service.</b>	
SEND AUCTION INVITE CARDS			Obtain a list of previous years' buyers from the Extension Office and send them invitations to this years' auction / appreciation dinner. These need to be sent out <b>4 weeks prior to the fair.</b>	
CONTACT BRANDON MEATS- SAUSAGE DONATION			Contact Brandon Meats at least 4 weeks prior to Fair to request donation of sausage that is auctioned off during Livestock Auction.	
NEWSPAPER	GOETTL	290-1145	Contact Berlin Journal (920-361-1515) for a reporter to cover the auction. Take out "Thank you" ad for previous years' buyers. Contact Livestock Council Secretary for more information.	

## DURING THE FAIR RESPONSIBILITY TASKS

*If you have any questions about these, please contact Livestock Council President, Jason Chapman- 608-235-8072*

RESPONSIBILITY	FAMILY LAST NAME	FAMILY PHONE #	DESCRIPTION OF TASK	DATE TASK COMPLETE
ORGANIZE AND SET-UP PHOTOS FOR EXHIBITORS			Contact a photographer to take pictures of Auction Champions/Buyers. Help organize "photo area" and when pictures will be taken, exhibitor sign-up, money collection and distribution of finished pictures.	
BUYER APPRECIATION DINNER: <b>FOOD</b>	AUCTION DINNER COMMITTEE	BOBEK: 295-2884	Plan for 300 people. Contact caterers; bring menu/costs to January Livestock Council meeting for discussion and selections. Coordinate how left-overs will be stored until Sunday Potluck.	
BUYER APPRECIATION DINNER: <b>MILK</b>	REYES	229-9322	Plan for 300 people. 20 gallons-chocolate, 16 gallons-white. Submit bill to: Green Lake County Dairy Promoters-Sue Prochnow.	
BUYER APPRECIATION DINNER: <b>CHEESE</b>	EAGEN	570-0660	Plan for 300 people. Organize cheese donations w/dairy farmers. Send thank you after the meal for their contributions.	
BUYER APPRECIATION DINNER: <b>LEMONADE OR PUNCH MIX</b>	HIBICKI	517-2445	Plan for 300 people. Enough to make 10 gallons. Submit bill to: Livestock Council Treasurer. Also prepare & provide a cooler to dispense.	
BUYER APPRECIATION DINNER: <b>PLATES/SILVERWARE/NAPKINS/CUPS</b>	AUCTION DINNER COMMITTEE	BOBEK: 295-2884	Contact Amy Badtke 920-229-4531 to see if donation is available through Compeer Financial. Sturdy divided plates needed. May need extra cups. Submit bill to Livestock Council Treasurer. <b>CHECK SUPPLIES IN STORAGE SHED AT FAIRGROUNDS BEFORE PURCHASING MORE.</b> Key can be obtained at the Extension Office. <b>Plan for 300 people PLUS 150 for Sunday Potluck)</b>	
BUYER APPRECIATION DINNER: <b>CAKES</b>			Plan for 300 people. Contact Webster's, Ripon or Crossroads, Green Lake, Bakery, for cakes (3 full size sheet cakes). Submit bill to Livestock Council Treasurer.	
BUYER APPRECIATION DINNER: <b>TABLE DECORATIONS</b>	AUCTION DINNER COMMITTEE	BOBEK: 295-2884	30 tables - one big roll of plastic table cloth and centerpieces are needed for the tables. Talk to Connie Bobek (920-295-2884). If needed to purchase, submit bill to Livestock Council Treasurer.	
BUYER APPRECIATION DINNER: <b>LEADER FOR SETUP AT 3:00 PM</b>			Leader needs to have sign-in sheet and ensure that auction participants are completing all tasks. <b>2020 Auction: All swine, rabbits, beef auction participants should help with setup.</b>	
BUYER APPRECIATION DINNER: <b>SELL/COLLECT TICKETS: 4:30-5:30 p.m.</b>	SCHWOCHERT	295-8990	Prior to meal, first shift should contact Livestock Council Treasurer to find out where to pick up start-up money & tally sheets. Contact Livestock Council Treasurer to find out process for selling/collecting tickets.	
BUYER APPRECIATION DINNER: <b>SELL/COLLECT TICKETS: 5:30-6:30 p.m.</b>			Prior to meal, shift needs to contact Livestock Council Treasurer to find out where the money & tally sheets should be dropped off. Contact Livestock Council Treasurer to find out process for selling/collecting tickets.	
MEAL SERVICE LEADER: <b>4:15-5:45 p.m.</b>			Train & supervise youth exhibitors & make sure they are assisting with meal (serving line, clearing tables, refilling drinks, emptying garbage, etc.)	

MEAL SERVICE LEADER: <b>5:45-7:00 p.m.</b>			Train & supervise youth exhibitors & make sure they are assisting with meal (serving line, clearing tables, refilling drinks, emptying garbage, etc.)	
BUYER APPRECIATION DINNER: <b>LEADER FOR CLEAN-UP AT 7:00 PM</b>			In charge of taking down tables and chairs, cleaning tent, store food (contact food coordinator for plan prior to Fair), put Auction dinner items away in shed. <b>2020 Auction: All poultry, dairy, sheep auction participants help with clean-up.</b>	
LIVE ANIMAL PRICE POSTER	KONRAD	379-3299	Call Equity for current prices and contact Kathy at Extension Office on Friday with prices ASAP!!! Get sign from Kathy and hang at auction.	
SET-UP BANK BUYER REGISTRATION AREA			By 5:00 p.m., set up tables/chairs at north end of Dairy Barn for Bank to register buyers. Get auction paddles and registration materials from Extension Office.	
ASSIST BANK WITH BUYER REGISTRATION			6:00 p.m., assist Bank with auciton buyer registration at north end of Dairy Barn creating buyer paddles and registering paddles.	
BUYERS WATER DURING AUCTION			Purchase water to be handed out to buyers during auction (turn in recipet). Contact Jason Chapman for number of cases and how to store to keep cold during auction.	
BRING PEDAL TRACTOR TO AUCTION AREA			By 6:00 p.m. bring the pedal tractor that is located in Fair office down to the Auction Ring auctoineer stand.	
AUCTION SALE RING SETUP: <b>2020 Sale Order: swine, rabbits, beef, poultry, dairy, sheep</b>				
STAGING ANIMALS FOR AUCTION: <b>SHEEP</b>			Have animals on deck and ready to go in auction ring in a timely manner.	
STAGING ANIMALS FOR AUCTION: <b>DAIRY</b>	FLEEGAL	369-6275	Have animals on deck and ready to go in auction ring in a timely manner.	
STAGING ANIMALS FOR AUCTION: <b>SWINE</b>			Have animals on deck and ready to go in auction ring in a timely manner.	
STAGING ANIMALS FOR AUCTION: <b>RABBITS</b>			Have animals on deck and ready to go in auction ring in a timely manner.	
STAGING ANIMALS FOR AUCTION: <b>POULTRY</b>			Have animals on deck and ready to go in auction ring in a timely manner.	
STAGING ANIMALS FOR AUCTION: <b>BEEF</b>			Have animals on deck and ready to go in auction ring in a timely manner.	
BEEF: AUCTION FENCE SET-UP (Friday p.m.)			See Beef Superintendent for instructions	
BEEF: AUCTION FENCE TAKE-DOWN(After Beef Sell)			See Beef Superintendent for instructions	
AUCTION SALE RING TAKE-DOWN				
<b>SUNDAY POTLUCK FOR EXHIBITORS &amp; FAMILIES: (items will rotate)</b> SHEEP: buns (need about 20 doz.) SWINE: salad/veggies BEEF: main dish POULTRY/RABBITS: dessert DAIRY: munchies (chips/dip, etc)				
SET-UP BY 10:45 A.M.			Held under the Bingo Tent. Set enough tables (5-6 additional) & chairs for 200 people. Also set up 3 extra tables for food/drinks along the side of the tent by the building. Wipe off tables with soap and water or wipes such as Clorox or Lysol brand. Get plates, silverware, cups and napkins from the storage shed (check supplies after the auction meal). Have at least 3 trash cans available with extra liners. Coordinate about left-over food from Buyer Appreciation Meal. If questions contact Livestock Council VP.	
CLEAN-UP	STOLL	608-617-9337	Wipe off tables with soap and water or wipes such as Clorox or Lysol brand.If needed purchase prior to Fair and turn in receipt to Livestock Council. Return tables and chairs that were brought over for the meal. Cleanup garbage on the ground, empty garbage cans. Leave the Bingo tent tables and chairs set up the way you found them.	
	GOHLKE	572-2248		
SEND THANK YOU(S) FOR DONATED ITEMS			Dairy Promotions Council for milk and ice cream. Steve & Irene Kutz for storing and preparing leftover meat from auction dinner, plus they also bring additional meat such as pork for sandwiches.	
<b>AFTER THE FAIR RESPONSIBILITY TASKS</b> <i>If you have any questions about these, please contact Livestock Council Secretary, Connie Bobek - 920-295-2884</i>				
<b>RESPONSIBILITY</b>	<b>FAMILY LAST NAME</b>	<b>FAMILY PHONE #</b>	<b>DESCRIPTION OF TASK</b>	<b>DATE TASK COMPLETE</b>
THANK YOU(S)			**Markesan State Bank (clerking), **Brandon Meats (sausage donation), **Equity (pedal tractor donation)	