

Month	Task	TimeFrame
All year	making arrow pens to be used to get donations at the fair	all year
January	set out signup sheet for Fair helpers and explain the sponsor needs	all sessions
January	Confirm Fair booth should happen with other instructors	end of month
June	Contact workers for Fair Booth - confirm dates, encourage help	Early
June	Contact sponsors of Fair tent - ask for the membership to help	Early
June	ensure enough participation ribbons, or get some ordered - 1000 quantity to have enough for fair and next spring sessions.	Mid-month
July	Schedule workers for Fair Booth - at least 1 Certified instructor in booth at all times	Mid-month
July	Get Sponsor list to Printer at least 2 weeks before Fair	end of month
July	copies of Shooting Sports welcome letter to hand out at fair	end of month
July	get release forms copied at Extension office - 400-450 to start with.	end of month
July	4-H info cards requested from Extension office	end of month
July	Get Archery equipment from Archery Leader	End of Month
August	Set up Fair tent/displays (booth in expo building)	Monday of Fair week
August	Run tent - use leaders and older youth	Wed-Sat of Fair
August	By Thursday of fair, ask for more releases if running short	Thursday of Fair
August	break down tent/displays	Saturday or Sunday
August	Submit newsletter articles to thank those donating/helping the event - work with coordinator	After Fair
August	Vests should be washed - hot & sweaty at fair - Repair any broken vests	After Fair
August	Notify Archery leader about any equipment which needs repair	After Fair