

CROSBY FAIR & RODEO
COMMITTEE RESPONSIBILITIES

Advertising:

- 1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
- 2. Arrange for, contract, proof, approve and distribute all advertising for CF&R.**
- 3. Report to Executive Committee.**
- 4. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Ag. Mechanics/Indoor Exhibits:

- 1. Become acquainted with rules governing Ag. Mechanics and Indoor Exhibits in Fair Catalog.**
- 2. Propose any changes to rules to Board of Directors no later than 1st meeting in August of each year.**
- 3. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
- 4. Preside over all entries in accordance with rules and dates established and documented in the Fair Catalog.**
- 5. Made decisions in regard to any special requests or questionable exhibits.**
- 6. Arrange for and provide Judges for these exhibits.**
- 7. Report to Executive Committee.**
- 8. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Arena Signs:

- 1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
- 2. Solicit participants in Arena Sign program for CF&R.**
- 3. Remove any previous signs where company/individual chooses not to participate in current year.**
- 4. Render all billing information for participants to CF&R office immediately upon obtainment.**
- 5. Arrange for, contract, proof, approve and display all arena signs in CF&R Arena.**
- 6. Co-Operate with Corporate Sponsor Committee in placement of all arena signage.**
- 7. Assure yourselves that no offensive language is utilized on any signage.**
- 8. Report to Executive Committee.**

9. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Auction:

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
2. **Become acquainted with rules governing Premium Sale in Fair Catalog.**
3. **Propose any changes to rules to Board of Directors no later than 1st meeting in August of each year.**
4. **Make decisions in regard to caterer for Buyer Dinner and snacks/drinks for auction.**
5. **Actively solicit buyer/bidder participants at Premium Sale.**
6. **Assure that adequate quantities of plaques, etc for buyers are obtained.**
7. **Prepare Fair Catalog, arrange for ad sales and printing of same.**
8. **Secure Auctioneer for Premium Sale.**
9. **Secure Photographer for Premium Sale.**
10. **Select theme for each years auction, including backdrop for pictures.**
11. **Plan and execute annual fund raiser (raffle, brisket sale, etc.) for auction.**
12. **Solicit and gather donations, etc. for buyers bags/gifts.**
13. **Arrange for and provide PA system for Premium Sale.**
14. **Arrange for all table help, sale ring help, animal/exhibitor help, photography help and ring men during Premium Sale.**
15. **Maintain all records in regard to Premium Sale results.**
16. **Participate in disbursement of all Premium Sale checks to students.**
17. **Present proposed date and request approval from the Board of Directors for distribution date of checks to students.**
18. **Report to Executive Committee.**
19. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Beverage:

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
2. **Establish contract with beverage vendor for CF&R events.**
3. **Arrange for delivery of beverage, ice, cooling facilities, etc for CF&R events.**
4. **Reply to and schedule all requests for use of beverage trailer.**
5. **Arrange for all required licensing requirements for CF&R events. Also sign approval forms for alcohol sales for all rental events selling alcoholic beverages.**
6. **Maintain all records in regard to beverage sales.**
7. **Order, receive and be responsible for beverage tickets.**
8. **Recruit all help at beer booth and beverage ticket windows for CF&R Events.**
9. **Provide beer for the auction and cowboy camp.**

- 10. Report to Executive Committee.**
- 11. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Buckles, Ribbons & Trophies:

- 1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
- 2. Establish vendor, determine quantities needed of each item and order with sufficient time to assure that all items are received well in advance of event they are required for.**
- 3. Solicit Buckle Sponsors**
- 4. Render all billing information for sponsors to CF&R office immediately upon obtainment.**
- 5. See that each affected committee (Livestock, Rabbits, Poultry, etc) have their Ribbons available and ready for distribution during the Fair.**
- 6. Report to Executive Committee.**
- 7. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Building & Grounds:

- 1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
- 2. Determine what needs repairs and maintenance at facilities of CF&R.**
- 3. Schedule work nights/days and supervise repairs/maintenance items needed.**
- 4. Actively participate in discussions and decisions in what capitol expenditures may be need at CF&R facilities.**
- 5. Arrange for and schedule all necessary maintenance of arena dirt work.**
- 6. Report to Executive Committee.**
- 7. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Carnival:

- 1. Arrange for Carnival contractor.**
- 2. Assure that no offensive entertainment, signage or language is utilized by carnival contractors.**
- 3. Arrange for and prepare adequate parking for carnival contractors.**
- 4. Arrange for proper clean-up immediately following departure of carnival contractors.**
- 5. Assure that proper settlement is made with carnival contractor upon completion of any CF&R event and that proceeds are delivered to Treasurer or designated office personnel immediately.**
- 6. Report to Executive Committee.**

7. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Cattle:

1. **Become acquainted with rules governing Cattle Exhibits in Fair Catalog.**
2. **Propose any changes to rules to Board of Directors no later than 1st meeting in August of each year.**
3. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
4. **Preside over all entries in accordance with rules and dates established and documented in the Fair Catalog.**
5. **Recommend three (3) judges for your category and deliver recommendation to Livestock Committee Chairman. He, in turn, will hire the available judges.**
6. **Made decisions in regard to any special requests or questionable exhibits.**
7. **In charge of tag in – weigh in – stalling of animals – weigh in at show and all aspects of cattle show (pen erection/dismantling, awards, tables, ring help, PA system, etc.).**
8. **Submit list of awards needed to Buckle, Ribbon and Trophies Committee no later than 1st meeting in April of each year.**
9. **Report to Executive Committee.**
10. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Commercial/Food Exhibits:

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
2. **Solicit all Commercial/Food Exhibitors and assure that each is informed of cost, payment arrangements, rules, etc.**
3. **Assure that no exhibitors using offensive displays, signage, language, or sells any item that might be harmful to the health of CF&R participants or in competition with items being sold by CF&R.**
4. **Arrange for and assign areas for each exhibitor.**
5. **Collect all monies due CF&R and immediately deliver said monies to the Treasure or designated office personnel.**
6. **Maintain contact with all exhibitors during the event and assure that all have adequate soft drinks, water and ice.**
11. **Report to Executive Committee.**
7. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Community Services/Activities – Public Relations – Honorary Members

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**

2. Receive and make decisions on all requests for participation in events by CF&R with an expense of \$400.00 or less. Expenses in excess of \$400.00 should be brought before the Board of Directors for decisions.
3. **CF&R CANNOT LEGALLY BE INVOLVED WITH ANY POLITICAL GROUP OR PERSON.**
4. **All committee members should be polled and should any single member of this committee question an action, than the proposal shall be presented to the Board of Directors for final decision.**
5. Encourage participation in Community Events such as Christmas Parades, etc.
6. Represent CF&R at Community Functions that will enhance the visibility of CF&R.
7. Organize and provide leadership for Little Wrangler Rodeo during the CF&R.
8. Organize and provide leadership for Little Cowpoke/Cowgirl contest during the CF&R.
9. In cooperation with Membership Chairman, designate those individuals qualifying for Honorary Membership and present the names of those individuals to the Board of Directors.
10. Report to Executive Committee.
11. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.

Cook-off:

1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.
2. Solicit participants for annual CF&R BBQ Cook-off.
3. Assure that all participants are aware of rules, cost, methods of payment, etc.
4. Arrange for and assign spaces for each participant.
5. Arrange for and provide Judges for the Cook-off.
6. In cooperation with Entertainment Chairman, arrange for any entertainment during Cook-off.
7. Assure yourselves that no offensive language is utilized on any signage.
8. Collect all monies due CF&R and immediately deliver said monies to the Treasurer or designated office personnel.
9. Report to Executive Committee.
10. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.

Corporate Sponsors:

1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.
2. Solicit participants in Corporate Sponsorship program for CF&R.
3. Assure that each participant is fully aware of the benefits of Corporate Sponsorship in regard to signage, advertising spots, etc.

4. **Co-Operate with Arena Sign Committee in placement of Corporate Sponsor signs.**
5. **Remove any previous signs where company/individual chooses not to participate in current year.**
6. **Render all billing information for participants to CF&R office immediately upon obtainment.**
7. **Arrange for appropriate Corporate Sponsorship packages.**
8. **Any proposed changes to Corporate Sponsorship packages should be brought before the entire Board of Directors for approval.**
9. **Report to Executive Committee.**
10. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Entertainment/Video:

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
2. **Arrange for and provide all entertainment and video service for CF&R events.**
3. **Arrange for and provide all required sound systems and lighting for CF&R events**
4. **Arrange for and provide all required housing and meals for entertainment personnel.**
5. **Report to Executive Committee.**
6. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Fund Raiser:

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
2. **Arrange for all fund raising events sponsored by CR&R during the year.**
3. **Select proposed dates for such events as far in advance as possible, present to Board of Directors for final decisions and see that they are included in CF&R Calendar of Events when approved.**
4. **In cases where the events are not held on CF&R facilities, arrange for off-site facilities.**
5. **Co-Operate with Entertainment Committee in the obtainment of any required entertainment for events.**
6. **Actively solicit items for Live and Silent Auctions.**
7. **Arrange for decorations, sound systems as required, adequate assistance personnel.**
8. **Assist in collecting all monies due CF&R and immediately deliver said monies to the Treasurer or designated office personnel.**
9. **Report to Executive Committee.**

10. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.

Insurance:

1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.
2. Examine plans to see that CF&R facilities are adequately insured against possible losses.
3. Submit proposed plans to the Board of Directors for approval.
4. Submit such plans in a timely manner to assure that no lapse of coverage is experienced.
5. Report to Executive Committee.
6. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.

Livestock:

1. Become acquainted with rules governing Livestock Exhibits in Fair Catalog.
2. Propose any changes to rules to Board of Directors no later than 1st meeting in August of each year.
3. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.
4. Preside over all entries in accordance with rules and dates established and documented in the Fair Catalog.
5. Obtain judges for all Livestock Events of CF&R from lists submitted by each individual livestock category Chairman.
6. Made decisions in regard to any special requests or questionable exhibits.
7. Submit list of awards needed to Buckle, Ribbon and Trophies Committee no later than 1st meeting in April of each year.
8. Oversee all animal categories at tag in – weigh in – stalling of animals – weigh in at show and all aspects of livestock show (awards, tables, ring help, PA system, etc.).
9. Assist with layout plan of all livestock exhibits, show rings, etc.
10. Report to Executive Committee.
11. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.

Membership:

1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.
2. Arrange for the printing membership tickets each year in order for them to be available for sale in accordance with CF&R By-Laws.
3. Maintain an accurate list of all CF&R members with all available information. Including (if possible) mailing addresses, phone numbers, email addresses, etc.

4. **Collect all monies due CF&R and immediately deliver said monies to the Treasurer or designated office personnel.**
5. **Maintain, in co-operation with designated office personnel, an accurate list of who has what tickets and see that all tickets, sold or un-sold, are accounted for.**
6. **Report to Executive Committee.**
7. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Membership Feed:

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
2. **Co-Operate with Membership Committee in determining number of CF&R members.**
3. **Arrange for all elements of providing a meal for the Annual Membership Feed to be held on the Saturday following the Annual Membership Meeting in September.**
4. **Report to Executive Committee.**
5. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Parade:

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
2. **Solicit participants for the CF&R Parade that is typically held on the Saturday preceding the 1st full weekend in June.**
3. **Arrange for all trophies, ribbons, etc. to be presented following the parade in Co-Operation with the Buckles, Ribbons and Trophies Committee.**
4. **Notify all Law Enforcement Officials of parade plans.**
5. **Make arrangements for Parade Line-Up area.**
6. **Make arrangements for appropriate Parade Marshal.**
7. **Make arrangements for Parade Judges.**
8. **Report to Executive Committee.**
9. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Parking:

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
2. **Co-Operate with Buildings and Grounds Committee in preparation of parking areas.**
3. **Arrange for Organizations other than CF&R to provide parking gate personnel for each night paid parking is required at CF&R Events.**

4. **Collect all monies due CF&R and immediately deliver said monies to the Treasurer or designated office personnel.**
5. **See that all highway signs providing directions to CF&R events are properly and legally erected.**
6. **See that all highway signs are in proper repair.**
7. **Report to Executive Committee.**
8. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Poultry:

1. **Become acquainted with rules governing Poultry Exhibits in Fair Catalog.**
2. **Propose any changes to rules to Board of Directors no later than 1st meeting in August of each year.**
3. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
4. **Preside over all entries in accordance with rules and dates established and documented in the Fair Catalog.**
5. **Recommend three (3) judges for your category and deliver recommendation to Livestock Committee Chairman. He, in turn, will hire the available judges.**
6. **Made decisions in regard to any special requests or questionable exhibits.**
7. **Submit list of awards needed to Buckle, Ribbon and Trophies Committee no later than 1st meeting in April of each year.**
8. **In charge of tag in – weigh in – penning of poultry – weigh in at show and all aspects of poultry show (pen erection/dismantling, awards, tables, ring help, PA system, etc.).**
9. **Report to Executive Committee.**
10. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Rabbits:

1. **Become acquainted with rules governing Rabbit Exhibits in Fair Catalog.**
2. **Propose any changes to rules to Board of Directors no later than 1st meeting in August of each year.**
3. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
4. **Preside over all entries in accordance with rules and dates established and documented in the Fair Catalog.**
5. **Recommend three (3) judges for your category and deliver recommendation to Livestock Committee Chairman. He, in turn, will hire the available judges.**
6. **Made decisions in regard to any special requests or questionable exhibits.**
7. **Submit list of awards needed to Buckle, Ribbon and Trophies Committee no later than 1st meeting in April of each year.**

8. In charge of tag in – weigh in – penning of rabbits – weigh in at show and all aspects of rabbit show (pen erection/dismantling, awards, tables, ring help, PA system, etc.).
9. Report to Executive Committee.
10. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.

Rodeo:

1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.
2. Submit proposed Stock Contractor contract to Board of Directors no later than 1st meeting in January of each year.
3. See that all fees are properly and timely submitted to PRCA or other rodeo organizations as required.
4. Co-Operate with Buildings and Grounds Committee in scheduling any needed improvements or repairs to CF&R ‘Rockin C’ arena.
5. Establish and maintain liaison between CF&R and Stock Contractor.
6. Provide for all aspects of ‘Cowboy Camp’.
7. Arrange for required feed and storage for Stock Contractor.
8. Report to Executive Committee.
9. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.

Safety & Security:

1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.
2. Provide and schedule Safety & Security Personnel during all CF&R events.
3. Provide security measures to enhance the protection of all facilities of CF&R.
4. Arrange for payment and meals (when required) for Safety & Security Personnel.
5. Report to Executive Committee.
6. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.

Scholarship:

1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.
2. Submit any proposed changes in Scholarship rules to Board of Directors no later than the 1st meeting in August of each year.

3. **Notify Scholarship Selection Committee at Crosby High School of number and amount of available scholarships in an appropriate time and manner.**
4. **In Co-Operation with the Treasurer or designated office personnel, arrange for payment of all scholarships in accordance with the rules documented in the Fair Catalog or elsewhere.**
5. **Verify that all scholarship recipients meet all requirements each semester before payment is made.**
6. **Attend Crosby High School Awards Presentation Program and present scholarships on behalf of CF&R.**
7. **Report to Executive Committee.**
8. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Scramble:

1. **Become acquainted with rules governing Scramble Events in Fair Catalog.**
2. **Submit any proposed changes in Scholarship rules to Board of Directors no later than the 1st meeting in August of each year.**
3. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
4. **Actively solicit Scramble Sponsors**
5. **Arrange for recognition of Scramble Sponsors by seeing that signs above auction area are up-date each year.**
6. **Collect all monies due CF&R and immediately deliver said monies to the Treasure of designated office personnel.**
7. **Arrange for necessary scramble animals and assistance personnel during the nights of scramble at the CF&R Rodeo.**
8. **Co-Operate with Rodeo Committee in the scheduling of scramble events.**
9. **Report to Executive Committee.**
10. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Service & Support:

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
2. **Arrange for and provide equipment as needed for operation, maintenance and construction of all CF&R events and work programs.**
3. **Arrange for and provide personnel as needed for clean-up before, during and after all CF&R events.**
4. **Arrange for a 'Request Due Date' from all effected committees required the use of equipment.**
5. **Report to Executive Committee.**
6. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Sheep & Goats:

- 1. Become acquainted with rules governing Sheep & Goat Exhibits in Fair Catalog.**
- 2. Submit any proposed changes in rules to Board of Directors no later than the 1st meeting in August of each year.**
- 3. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
- 4. Preside over all entries in accordance with rules and dates established and documented in the Fair Catalog.**
- 5. Recommend three (3) judges for your category and deliver recommendation to Livestock Committee Chairman. He, in turn, will hire the available judges.**
- 6. Made decisions in regard to any special requests or questionable exhibits.**
- 7. Submit list of awards needed to Buckle, Ribbon and Trophies Committee no later than 1st meeting in April of each year.**
- 8. In charge of tag in – weigh in – penning of animals – weigh in at show and all aspects of sheep/goat show (pen erection/dismantling, awards, tables, ring help, PA system, etc.).**
- 9. Report to Executive Committee.**
- 10. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Swine:

- 1. Become acquainted with rules governing Sheep & Goat Exhibits in Fair Catalog.**
- 2. Submit any proposed changes in rules to Board of Directors no later than the 1st meeting in August of each year.**
- 3. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
- 4. Preside over all entries in accordance with rules and dates established and documented in the Fair Catalog.**
- 5. Recommend three (3) judges for your category and deliver recommendation to Livestock Committee Chairman. He, in turn, will hire the available judges.**
- 6. Made decisions in regard to any special requests or questionable exhibits.**
- 7. Submit list of awards needed to Buckle, Ribbon and Trophies Committee no later than 1st meeting in April of each year.**
- 8. In charge of tag in – weigh in – penning of animals – weigh in at show and all aspects of swine show (pen erection/dismantling, awards, tables, ring help, PA system, etc.).**
- 9. Report to Executive Committee.**
- 10. Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Ticket Sales: (Pre-Sale/All Events)

- 1. Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**

2. **Submit proposals for all ticket prices and combinations no later than the 1st meeting in January of each year.**
3. **Arrange for printing of all required tickets and have available for sale no later than 45 days prior to the event tickets are prepared for.**
4. **Distribute tickets to satellite ticket selling agencies no later than 30 days prior to the event tickets are prepared for.**
5. **Collect all monies due CF&R and immediately deliver said monies to the Treasurer or designated office personnel.**
6. **Report to Executive Committee.**
7. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Tickets: (Gates)

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
2. **Arrange for and schedule ticket collection and sales personnel at all functions sponsored by CF&R.**
3. **Arrange for and provide arm bands for use during all CF&R events.**
4. **Collect all monies due CF&R and immediately deliver said monies to the Treasurer or designated office personnel.**
5. **Report to Executive Committee.**
6. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**

Use of Grounds:

1. **Submit proposed budget to Executive Committee no later than the 1st meeting in January of each year.**
2. **Conduct preliminary review of all requests for use of CF&R facilities prior to submission to Board of Directors for decision.**
3. **Monitor visitors and guests utilizing the facilities of CF&R.**
4. **Remind Directors of Duty during any particular month of their responsibilities.**
5. **Report to Executive Committee.**
6. **Make sure that no expenditures are made in excess of approved budget without prior approval of Executive Committee.**