

## Scope of Work

### 2026 Big Horn County Fair

The Big Horn County Fair Board is in search of an event coordinator to plan and manage all aspects of the 2026 Big Horn County Fair. This contractor will be responsible for all aspects of the weeklong event. Tasks and responsibilities for the success of this event are as follows.

- Secure all necessary livestock judges and superintendents and work with the livestock committee to secure judges
- Sell advertising and sponsorships to support fair expenses
- Develop, produce and distribute the Fair Book
- Utilizing ShoWorks – manage fair entries and assist participants with entering chosen events.
- Booking and schedule all entertainment, competitions and exhibits
- Create and manage public outreach including facebook/Website
- Managing camping reservations
- Securing food and other vendors
- Ensure all necessary ribbons, and competition materials are ordered, boxed and ready for Judges/Superintendents prior to each competition.
- Coordinate preparation of barns, grounds, arenas and halls with County Maintenance staff
- Coordinate daily cleaning, event setup and other routine event needs with County Maintenance Staff
- Secure and coordinate necessary sanitary services, daily cleaning, event set up with County Maintenance staff
- Secure and coordinate needed sound services for all competitions and entertainment events
- Preparation of all paperwork necessary to issue premiums to successful entrants & reimbursement to vendors

This event coordinator must demonstrate familiarity with FFA and 4-H organizations, have a strong understanding of fair exhibits, competitions and livestock management, have excellent communication, conflict resolution, computer, cash management and supervisory skills. This coordinator will work well with others, demonstrate excellent customer service, have a strong work ethic and maintain a community –centered fair experience. This Coordinator will be expected to be on site to manage all aspects of the event during Fair Week and as necessary leading up to the events.

## Timeline and Payment

All necessary tasks shall be completed according to the following timeline. Any adjustments to this timeline must be approved in advance by the Big Horn County Fair Board. The following is not intended to be all inclusive, modifications or adjustments may be made as necessary. Contract payment will be made in installments correlated to these deliverables and will be paid within two weeks of milestone.

**April 2026** Date to be determined after contractor selection is made: Initial meeting with Fair Board

**April 2026- May 15, 2026** Ad sales and sponsorships complete, Ad sales.

**Ongoing – August 1, 2026** Collection of all Ad and Sponsorship payments

**April 2026 – May 4<sup>th</sup>** Work with FFA/4H/UW Extension/Fair Board on Fair Schedule to include all livestock shows, judging & contests and outdoor Arena events

**May 1, 2026** All necessary food vendors secured- Applications to be approved by Fair Board at May Meeting

**May 4, 2026** Status Meeting with Fair Board & present draft complete Fair Schedule

**May 15, 2026** Finalized Fair Scheduled Published and Distributed

### Important Dates

July 20, 2026 Horse Fun Day

July 23, 2026 Cat Show

July 24, 2026 Dog Show

July 27, 2026 Horse Show

July 28, 2026 Horse Show/Rabbit/Poultry Show

July 29, 2026 Weigh In/ Static Exhibit Judging/Swine Show

July 30, 2025 Market Beef/Breeding Sheep/Goat & Dairy Goat

August 1, 2026 Jr. Livestock Sale

**May 15, 2026** Fair book design and layout completed

**May 19, 2026 Contract Payment #1 \$\_\_\_\_\_**

**May 31, 2026** Fair book proofed by the committee and approved by Fair Board (4h/Extension, FFA Advisors, Jr. Livestock Sales Committee all need to be involved to ensure their respective sections are cored)

**May 31, 2026** Fair book sent to printer and distributed upon receipt but no later than June 20, 2026

**April - June 1, 2026** Work with the Livestock Judge Hiring Committee to secure and schedule all necessary livestock and competition Judges and Superintendents.

**June 4, 2026** All judge contracts signed and presented to Fair Board

**June 8, 2026** Status Meeting with Fair Board

**June 16, 2026 Contract Payment #2 \$\_\_\_\_\_**

**June 15, 2026** Publish electronic version of Fair Book

**June 15, 2026** Sound Support & Sanitation services secured

**July 1, 2026** Open and book all camping reservations

*Deadline to be determined* All competition and exhibit materials boxed and prepared

*Deadline to be determined* Build all necessary competitions and exhibits in ShoWorks

*Deadline to be determined* Finalize all entries and produce necessary tags etc.

**July 10, 2026** All Fair Entries due from participants

**July 17, 2026** Deadline for Late Fair Entries with paid late fee

**July 13, 2026** Status Meeting with Fair Board

**July 21, 2026 Contract Payment #3 \$\_\_\_\_\_**

**June 2026 – July 14, 2026** Work with maintenance to prepare all barns, buildings and grounds

**July 15, 2026** Inspection of readiness of all Barns, Buildings, and Grounds. Inspection shall include two fair board members, maintenance staff and one or more County Commissioners

**July 17, 2026** Materials/call sheets prepared for Pre Fair week contests

**July 22, 2026** Pre Event Final status meeting and Event Briefing with Fair Board

**August 4, 2026 Contract Payment #4 \_\_\_\_\_**

**July 27-August 1, 2026** Fair Week

**September 7, 2026** Process all premiums payments, vendor reimbursements and outstanding bills for Board Approval

**October 5, 2026** Event Wrap up and Post Event Report to Fair Board

**October 20, 2026 FINAL CONTRACT PAYMENT \$\_\_\_\_\_**