Marion County Fair
Member Responsibilities 2011 Fair

FAIR BOARD

Diannah Dolby
Volunteer coordinator; information booth; Salem Chamber Greeters
Backup- Johnson

Shannon Gubbels
4-H/FFA, Open Class Livestock; tractor loans/drivers; duties of board chair, media contact
Backup- Leao

Melissa High
Entertainment; talent show, and Pretty Baby contest contact.
Backup- Lomax

Nathan Leao
Real Heroes HQ; food vendor coordination; grill-off; 4H/FFA w/Shannon
Backup- Zielinski

Phyllis Johnson
Open Class;
Senior Day activities; exhibit hall stage
Backup- Zielinski

Pam Zielinski
Commercial vendor coordination (fair time); Oregon's Best contests; farm equipment display; radios; carnival contact
Backup- Gubbels

Janet Carlson/Sara McDonald
(BOC LIAISON)
Mayor and Leg. reception; press releases; board contact for sponsorship marketing consultant

Shirley Lomax
Family day; work w/Event Coord.
Backup- Leao

FAIR OFFICE STAFF
Fair Board Coordination- board meetings; communication; paper processing; manage fair office; State Fair communications; work orders; cities displays; commercial vendor coordinator (pre-fair); event coordination contact; vet. uniform display; Emergency Plan w/Event Coord.

STAFF TREASURER
Prepare financial report for monthly fair board meetings.
Daily money/gate count; Food Vendor daily receipts; permitted activities receipts; security point person; prepare budget for fair board approval; annually prepare county budget; oversee accounts receivable/payable processes

Marketing/Sponsorship
(Sweeney Promotions)
Event Coordination; "Big Name Act" Entertainment; Media; Signage (signs/banners, field signs); Security contact; Wheelchairs; golf carts; work crews; EMT; Fair set-up and take-down; Emergency Plan w/fair staff

Updated: 01/04/11
G:\Administration\Fair\Fair Board\Responsibilities\2011\Member Responsibilities bubble chart 11.doc