**DISTRICT 7 4-H FOOD SHOW**

**EXPLANATION OF DUTIES**

8:30AM  **Food Show Committee Meeting**

8:45AM  **Superintendents Orientation**
* County Place Cards for contestants
* Orientation Notes
* Score Cards
* Master Tabulation Sheet
* Pencils

9:00AM  **Judge’s Orientation**
* In Big Country Hall. Overall session for judges to meet each other; present Judge’s gift, name tags and receive judging assignments.

9:25AM  **Judges to judging areas**
* Judges should be at their assigned table ready to begin judging.

9:30AM  **Judging by County**
* Superintendents are to stay with their group at all times during the judging process.
* Double check to see that contestants are in the correct category.
* Instruct contestants where to sit.
* Monitor contestant’s displays to make sure that the current District Food Show rule is enforced. Remember Junior and Intermediate contestants should only have one serving of their recipe on a disposable plate to take to the judges. Once their serving is given to the judges, it will not be returned.
* Help contestant get to the judge’s table if necessary.
* Inform judges to mark “no entry” on the scorecard if contestant does not arrive for designated judging time.
* Operate timers.
* Adhere to the judging schedule as much as possible so that each child is judged as near as possible to the time listed for their county. It is okay to work with a contestant who has a special reason to be judged early, but not at the expense of a child who is waiting to be judged at his or her announced time.
* Contestant should be judged independently by judges. **Be aware of score sheets and make sure judges have made positive comments.**
* Do not dismiss judges until ranking is complete and signed off in the junior and intermediate categories.
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EXPLANATION OF DUTIES Cont’d

Tabulation - Superintendents:
* District 4-H Council members will act as “runners” so that you do not have to leave your contestants.
* Judges will be ranking junior/intermediate contestants. Seniors will be scored this year. The 10 points for the record form and recipe will be pre-judged and then the interview judges will be added to determine the six placings in each of the four Food Show categories.
* Make sure that judges are writing comments on each contestant’s sheet. Judges may keep the contestant’s sheets until all judging is completed.
* At the conclusion of the Junior and Intermediate interviews, your judges will need to confer and arrive at a 1st through 6th place ranking of the top six contestants. The other contestants do not need to be ranked. In your superintendent’s packet you will have a sheet on which the 1st through 6th place winners should be listed. This sheet needs to be initialed by the judges and brought to the tabulation room.
* In the senior category, each judge will need to complete a separate score card with actual numbers to be added to the paperwork score. Superintendents need to bring all scorecards to the tabulation room so that process can be completed.

11:30PM     Lunch - Parents and leaders are responsible for contestants. Agents be prepared to remain at location

12:45PM     Contestants in place for Awards Program
* All 4-Hers are to be seated for the Awards Program by 12:45 p.m.

1:00PM      Awards Program
* Be sure 4-Hers are seated in the same order that is printed in the program
* Superintendents will be seated with their division and will help direct them to the front to receive their awards.