



**DOUGLAS COUNTY FAIR BOARD
THURSDAY, JANUARY 16, 2025
EVENTS CENTER
AGENDA**

6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE

Public Meeting

Public Comment

Approval of Last Meeting Minutes

Treasurer's Report

Supplemental Request Process

Consent Agenda – Committee Minutes

Executive-

- The committee has gathered 2024 director attendance data and reminded the committee of the 75% governance rule for Fair Board Directors. The results from the data will proceed as a January action item.
- Zach presented the committee with 2025 gate times and ticketing changes for review.
- The 2025 budget has been emailed to all committee chairs for review. Zach discussed his work on simplifying the budget and supplemental requests pending for the BOCC.

Entertainment-

- The committee recommends Flippin Flapjacks for the 2025 Pancake Breakfast.
- The committee recommends securing a pedal tractor pull, inflatable corn maze, Agri-Golf, Tres Amigos Roping, Face painting/balloon artist, and Patriotic Captain Tall Tale for 2025 entertainment.
- The committee recommends lowering the occupancy of Farm to Table to 200 guests.

Guest Services

- The committee recommends volunteer orientation take place on Saturday, July 19 at 10:30 AM in Kirk Hall and Wednesday, July 16, at 7 PM for a virtual training.
- The committee recommends creating a transportation role for volunteers to help assist with VIP, ADA, and internal transportation needs during the Fair.

Livestock Sale – No meeting

Administration- No meeting

Marketing- No meeting

Rodeo- No meeting

Show Management – No meeting

Reports From Other Groups**Regular Agenda****Staff Report****Concert Update****Old Business****Competition Rules Update****Farm to Table****Food Vendors****Volunteer Recruitment****New Business****Junior Division Tag-In****Special Events Currently Under Consideration for 2025 Fair & Rodeo****Exceptional Rodeo, Specialty Acts, etc.****Task Sheets****Other Business****Director Comments****Adjournment****Next Meeting: February 20, 2025****Rules for Citizen Engagement at Fair Board Meeting**

In order to have orderly, efficient, civil, and productive board meetings, the following rules apply to all citizens that have a desire to address the Board:

1. Citizen comments will be heard during the public comment section at the board meeting.
2. All citizen comments must be addressed to the Board. Directing comments to staff or other members of the public is not permitted during Board meetings.
3. Public comment section is limited to ten minutes collectively.
4. Citizens are asked not to repeat comments made by others; merely indicate their concurrence.
5. Citizens will be asked to use a microphone so that Board members and the audience can hear their comments.
6. Clapping, cheering, booing and the like are not permitted at Board meetings.
7. Failure to abide by the aforementioned rules of engagement is considered disruptive to the public process and will result in a warning to the violation citizen(s) by the Board Chair. If after that warning the citizen(s) continues to violate these rules, they will be asked to leave the meeting. If the citizen does not leave the meeting when asked, the appropriate steps will be taken by the Board Chair to have them removed from the meeting.

Mission Statement: The Douglas County Fair and Rodeo is the premier annual community event in Douglas County bringing together the best of Rural Heritage, Agriculture, Western Sports, Youth and Adult Exhibits and quality Entertainment.



DOUGLAS COUNTY FAIR BOARD

THURSDAY, DECEMBER 19, 2024

**DOUGLAS COUNTY FAIRGROUNDS – JAMES R. SULLIVAN EVENTS CENTER
CONFERENCE ROOM**

MINUTES

Dean Elliott - Chairperson, called the Douglas County Fair Board meeting to order at 6:00 p.m. on December 19, 2024. The meeting was held in the James R. Sullivan Conference Room. The Pledge of Allegiance was recited.

Board Members Present:

*John Adams
Pat Candelaria
Scott Candelaria
Dean Elliott
Sarah Fischer
Tom Harris
Wes Jacobs
Scott McHenry
Debbie Mills
Phil Riesselman
Pat Salazar
Hayden Schmidt
Pam Spradlin
Lori Sorenson
Lora Talbert
Lisa Turner*

Associate Members Present:

*Tori Checkal
Linda Jefferies
Ryan Kennedy
Chris Spyke
Danny Talbert*

Other Guests Present:

*Cindy Duckworth
Caitlin Grappa
Rob Grappa
Mercedes Glenn
Mark Moore
Lora Thomas*

Staff Members Present:

*Laurie Anderson
Zach Burns
Tim Hallmark
Sharon Hines
Teresa Kutt
Michelle Mannes
Tori Thelen
Sheriff Darren Weekly*

Board Members Absent:

*Jennifer Foss
Gabriel Ryan
Rob Tkach
Gary Turner*

Associate Members Absent:

*Nick Candelaria
Matt Coyle
Deb Dilley
Josiah Fredericks
John Holst
James Jamison
Chayce Lutz
Kyle Moore
Patti Russell
Dick Sabulsky
Jean Sabulsky
Ted Sorenson
Monica Wilson
Kate Wormington*

6:00 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE**Public Meeting****Public Comment**

Lora Thomas thanked the Fair Board members for their dedication to the Fair and the entire community. She has enjoyed working with the board over the years.

Approval of Last Meeting Minutes: John motioned to approve. Sarah seconded. All approved. No discussion.

Consent Agenda. Lori motioned to approve. John seconded. Dean mentioned that the 2025 buckle design is in the packet to review. Pat mentioned the size of the logo will be adjusted. All approved. No discussion.

Treasurer's Report: Wes reported that the revenue for the 2024 DCF&R was \$993,027.27. Some anticipated expenses remain, but not a significant amount. The 2025 budget has been distributed to committee chairs for their review.

Reports From Other Groups

Sheriff's Department: Sheriff Weekly thanked the Fair Board for another great year of collaboration.

CSU Extension: Mercedes reported JC and baby are doing well. Currently, there are 288 4-H members enrolled and 38 Cloverbuds. 97 volunteers have signed up. December 31 is the deadline to reenroll, after that there will be a late fee. Mercedes is conducting a Livestock Education Series around the county.

Fair Foundation: Cindy announced the foundation voted to invest in auction software that will help with award sponsors. Cowboy Ball planning is underway.

REGULAR AGENDA

Staff Report: None.

Old Business:

Dean offered Fair Board the opportunity to take a back number from this year's rodeo as a souvenir. The back numbers are given away to kids at events promoting the DCF&R.

New Business: None

Committee Chair Reports: None

Other Business

Dean thanked the Admin. Committee for organizing the holiday party. He also thanked the Fair Board for their dedication to the DCF&R. He encouraged everyone to reflect on the growth of the event and their contribution to its success. He also congratulated the Rodeo committee for winning Large Rodeo of the Year and Best Ground – beating out Cheyenne, Greeley and other regional rodeos for the honor. The support of Fair Foundation was a critical component to the success.

Adjournment at 6:14 p.m.

Next Meeting: January 16, 2025 at 6:30 PM**Rules for Citizen Engagement at Fair Board Meeting**

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**55250 - Fair 2025 Operating Budget
Fairboard Summary**

Line Item. Subledger	Description	Approved BASE Budget	Ammended Budget	2025 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
ADMINISTRATION COMMITTEE								
433400	Operating Supplies	\$25,000.00	(\$17,500.00)	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00 %
433500	Uniforms	\$2,000.00	\$4,500.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	100.00 %
443570	County Fair Services	\$76,000.00	(\$16,350.00)	\$59,650.00	\$0.00	\$0.00	\$59,650.00	100.00 %
444300	Equipment Rental	\$17,200.00	\$49,000.00	\$66,200.00	\$0.00	\$0.00	\$66,200.00	100.00 %
445500	Catered Meal Services	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00 %
ADMINISTRATION COMMITTEE TOTAL		\$129,200.00	\$19,650.00	\$148,850.00	\$0.00	\$0.00	\$148,850.00	100.00 %
MARKETING COMMITTEE								
433400	Operating Supplies	\$4,200.00	(\$3,700.00)	\$500.00	\$0.00	\$0.00	\$500.00	100.00 %
440100	Printing/Copying/Reports	\$20,300.00	(\$6,300.00)	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100.00 %
440200	Newspaper Notices/Advertising	\$41,000.00	\$3,000.00	\$44,000.00	\$0.00	\$0.00	\$44,000.00	100.00 %
443570	County Fair Services	\$12,000.00	\$8,800.00	\$20,800.00	\$0.00	\$0.00	\$20,800.00	100.00 %
MARKETING COMMITTEE TOTAL		\$77,500.00	\$1,800.00	\$79,300.00	\$0.00	\$0.00	\$79,300.00	100.00 %
MARKETING COMMITTEE - SPONSORSHIP								
433400	Operating Supplies	\$0.00	\$5,300.00	\$5,300.00	\$0.00	\$0.00	\$5,300.00	100.00 %
MARKETING COMMITTEE - SPONSORSHIP TOTAL		\$0.00	\$5,300.00	\$5,300.00				
MARKETING COMMITTEE - EVENT SPONSORSHIP								
440200	Newspaper Notices/Advertising	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00 %
MARKETING COMMITTEE - EVENT SPONSORSHIP TOTAL		\$0.00	\$2,500.00	\$2,500.00				
MARKETING COMMITTEE - ROYALTY								
433400	Operating Supplies	\$0.00	\$750.00	\$750.00	\$0.00	\$0.00	\$750.00	100.00 %
443570	County Fair Services	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00 %
445300	Travel Expense	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00 %
445500	Catered Meal Services	\$1,750.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	100.00 %
447850	Fair Awards	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00 %
MARKETING COMMITTEE - ROYALTY TOTAL		\$4,250.00	\$3,750.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00 %
ENTERTAINMENT COMMITTEE								
433400	Operating Supplies	\$15,000.00	(\$5,000.00)	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00 %
443570	County Fair Services	\$60,300.00	\$55,000.00	\$115,300.00	\$0.00	\$0.00	\$115,300.00	100.00 %
ENTERTAINMENT COMMITTEE TOTAL		\$75,300.00	\$50,000.00	\$125,300.00	\$0.00	\$0.00	\$125,300.00	100.00 %
ENTERTAINMENT COMMITTEE (CONCERT)								
443570	County Fair Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
ENTERTAINMENT COMMITTEE (CONCERT) TOTAL		\$0.00	\$0.00	\$0.00				
RODEO COMMITTEE								
433400	Operating Supplies	\$6,500.00	\$1,000.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00 %
443570	County Fair Services	\$85,000.00	\$50,500.00	\$135,500.00	\$0.00	\$0.00	\$135,500.00	100.00 %
444300	Equipment Rental	\$21,500.00	(\$21,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
445300	Travel Expense (445300)	\$2,500.00	(\$2,000.00)	\$500.00	\$0.00	\$0.00	\$500.00	100.00 %
447400	Judges	\$4,100.00	\$400.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00 %
447850	Fair Awards (447850)	\$87,700.00	\$48,300.00	\$136,000.00	\$0.00	\$0.00	\$136,000.00	100.00 %
RODEO COMMITTEE TOTAL		\$207,300.00	\$76,700.00	\$284,000.00	\$0.00	\$0.00	\$284,000.00	100.00 %
RODEO COMMITTEE - HOSPITALITY								
433400	Operating Supplies	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00 %
444300	Equipment Rental	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00 %

**55250 - Fair 2025 Operating Budget
Fairboard Summary**

Line Item. Subledger	Description	Approved BASE Budget	Ammended Budget	2025 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
445500	Catered Meal Services	\$2,650.00	\$6,350.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00 %
	RODEO COMMITTEE HOSPITALITY TOTAL	\$2,650.00	\$11,350.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100.00 %
	GUEST SERVICES COMMITTEE							
433400	Operating Supplies	\$2,000.00	\$4,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00 %
433500	Uniforms	\$3,500.00	\$5,000.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100.00 %
443570	County Fair Services	\$10,000.00	(\$9,000.00)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00 %
	GUEST SERVICES COMMITTEE TOTAL	\$15,500.00	\$0.00	\$15,500.00	\$0.00	\$0.00	\$15,500.00	100.00 %
	LIVESTOCK SALE COMMITTEE							
433400	Operating Supplies	\$7,000.00	\$1,300.00	\$8,300.00	\$0.00	\$0.00	\$8,300.00	100.00 %
440100	Printing/Copying/Reports	\$1,000.00	\$2,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00 %
443570	County Fair Services	\$2,500.00	\$2,500.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00 %
444300	Equipment Rental	\$9,800.00	(\$4,800.00)	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00 %
445500	Catered Meal Services	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00 %
	LIVESTOCK SALE COMMITTEE TOTAL	\$29,300.00	\$1,000.00	\$30,300.00	\$0.00	\$0.00	\$30,300.00	100.00 %
	SHOW MANAGEMENT COMMITTEE							
433400	Operating Supplies	\$7,000.00	(\$1,500.00)	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00 %
443570	County Fair Services	\$1,200.00	\$14,320.00	\$15,520.00	\$0.00	\$0.00	\$15,520.00	100.00 %
445500	Catered Meal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00 %
447400	Judges	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00 %
447850	Fair Awards (447850)	\$27,720.00	\$8,280.00	\$36,000.00	\$0.00	\$0.00	\$36,000.00	100.00 %
	SHOW MANAGEMENT COMMITTEE TOTAL	\$53,420.00	\$21,100.00	\$74,520.00	\$0.00	\$0.00	\$74,520.00	100.00 %
	REVENUE	(\$896,800.00)	\$0.00	(\$896,800.00)	\$0.00	\$0.00	(\$896,800.00)	100.00 %
	FIXED CHARGES (Personnel)	\$191,084.00	\$0.00	\$191,084.00	\$0.00	\$0.00	\$191,084.00	100.00 %
	OPERATING BUDGET	\$594,420.00	\$193,150.00	\$787,570.00	\$0.00	\$0.00	\$787,570.00	100.00 %
	TOTAL PERSONNEL/OPERATIONS	\$785,504.00	\$193,150.00	\$978,654.00	\$0.00	\$0.00	\$978,654.00	100.00 %
	GRAND TOTAL FOR 55250 (PERSONNEL+OPERATIONS - REVENUE)	\$785,504.00	\$193,150.00	\$978,654.00	\$0.00	\$0.00	\$1,875,454.00	191.64 %



DOUGLAS COUNTY FAIR BOARD- EXECUTIVE COMMITTEE MEETING

THURSDAY, JANUARY 9, 2025, AT 6:00 PM

VIRTUAL MEETING MICROSOFT TEAMS

MINUTES

Attendance: Dean Elliott, Pat Candelaria, Scott Candelaria, Zach Burns, Teresa Kutt, Michelle Mannes, Tori Thelen, Wes Jacobs, Rob Tkach, Hayden Schmidt, John Adams, Tim Hallmark, Gary Turner, Lora Talbert and Phil Riesselman.

Staff Review-

Concert—Zach updated the committee on the current standing of the 2025 concert. Zach is engaging with the perspective available to artists and is waiting to hear from one particular artist in the next couple of days. The popular artist would require a significant adjustment to the current concert budget. Once the availability of the selected artists is confirmed, the BOCC will be involved in the selection.

Food Vendors- Tori notified the committee that the 2025 vendor applications are live on the website, and a few have been submitted. The committee will review food vendors at their February meeting. The committee continues to prioritize vendors who can commit to both weekends. The lines were manageable, and the attendees appeared happy with the food choices. The Knights became a popular option for 4H families and cost-conscious fair attendees. The staggered arrival for set up will continue in 2025, and the 12% commission fee will remain the same. If the food vendors donate a hospitality meal, their commission fee will be lowered.

Entertainment—The 2025 Kids Corral planning is underway. The committee will continue to expand the area, offering families more free, quality entertainment. The committee recommends a pedal tractor pull and an inflatable corn maze this year. Interactive agricultural-themed attractions make up the vision for the Kids Corral. The committee is working on perspective bands for the Midway Stage.

Competition Rules—Hayden said that the Rules Committee will meet early next week to discuss rule changes that will be presented at the next Fair Board meeting.

Update on discussions with CSU- Hayden said that Rob, the staff, and himself have had some productive meetings with Guinevere and Mercedes. They have discussed some Fair tagging issues, and he feels they are on track regarding CSU and CR. Zach discussed their

hope to define more roles and promote efficiency within the Show Management and CSU relationship. Zach mirrored Hayden's comments on the productive conversations with CSU. CSU and Show Management must understand each other's roles and meet one another's expectations. Dean echoed the appreciation of the engagement between the two groups and values the recent collaboration to define some of the roles further.

Volunteer Recruitment—Dean discussed wanting more people involved at the committee level. Committee volunteers can then be delegated specific tasks, e.g., food vendor liaison for the Livestock Sale or Farm to Table set up and tear down. Dean asked Zach about his experience at his Reno visit regarding volunteers, and Zach confirmed they have 1300 volunteers helping to execute the event. Zach highlighted some of what Gary and the Guest Services Committee are working on regarding recruitment efforts. Dean said that the recent committee descriptions would be a valuable tool for recruiting committee-specific volunteers. Dean will talk to Cindy Duckworth about having a recruitment presence on the Fair Foundation website. Gary discussed the new and growing relationship with Sterling Ranch Community Association. Sterling Ranch has 3,400 residents but is anticipated to grow to 30,000 over the next ten years. Sterling Ranch believes they could sponsor an annual volunteer day at the Fair & Rodeo. They would communicate with their residents to pool ample volunteer power so that they could sign up for a volunteer shift. Gary explained to the committee that getting our foot in the door early could be beneficial. Gary set up a tent with Sterling Ranch at the Cattle Drive and captured prospective volunteers through sign-up and promotional flyers. Gary encourages the committee to connect with other communities or organizations like Sterling Ranch for recruitment ideas. Dean suggested the local group, Dads of Castle Rock, and other civil groups for volunteer recruitment. Dean would be happy to contact any of them. The more green shirt volunteers the Fair & Rodeo has, the less impact it has on the staffing budget and county staff.

Governance—Dean explained the 75% attendance rule and mentioned that the data for last year has been gathered. Scott Candelaria will manage the data, which is a January action item. Dean notified the committee of one open board position, and with the recent data collected, there could be one or two more openings.

Judges—Hayden discussed the process of securing judges. He hopes to relieve some of Michelle's load and get committee volunteers to help find 2025 judges. The CR and scheduling items must be approved before securing judges, Hayden's next top priority. Dean asked if the judging industry is growing or shrinking. Hayden does not feel he has enough evidence to support either claim. Hayden discussed the issues of regulating the industry and that the judges have other responsibilities and full-time jobs to tend to, making it hard to communicate with them to coordinate judging jobs. Rob discussed CSU's certification program for horse judges, and that list has been growing. Rob pointed out that the training is equine-related and may differ from livestock. Michelle mentioned the growth of jackpot shows and more Douglas County kids participating, resulting in relationships

with various judges. She discussed the importance of avoiding conflicts of interest while more families get to know judges.

2025 Gate Times and Ticketing- The recent agenda included attachments compiling ticketing data and gate times for 2025. Zach asked that the committee review the data and email feedback. Zach's goal with the changes is to provide consistency and better align with the carnival. Dean asked John about ticketing for the NWSS Rodeos. John said the cheapest seat is \$70. Dean asked John for input on current Rodeo trends and his experience at NFR. John spoke to the GM from Greeley and was taken aback by what the Douglas County Fair & Rodeo is doing. John said that DCF&R is catching up to Greeley. John noted everything is positive in the rodeo world right now. Dean explained that the DCF&R will continue to be recognized. Offering more to the non-traditional audience will drive higher attendance and allow some families to have their first livestock experience. Dean applauded the 4H families for interacting with attendees and providing education about their animal experiences.

Other- Dean confirmed with the staff that they have everything from the committee for upcoming action items and contracting. Dean reminded the committee that Zach had emailed the 2025 budget to the committee chairs. Zach discussed the supplemental requests that will go to the BOCC. Zach explained that there will always be supplemental requests, and that is the nature of the event. Zach noted that Douglas County puts half of our budget away, and the remaining half will always need to be approved by the BOCC. Zach simplified the budget and how the monies were allocated to each committee. The Rodeo production scoreboard will absorb many supplemental funds in 2025. Dean asked John about stock contractors and if the environment is changing. John said there is a lot of competition among stock contractors and the pressure to provide animals for bigger and better rodeos. Dean told the committee to look for CR changes and to let Rob and Hayden know if there are any questions. Dean encouraged everyone to attend the NWSS.

Next Meeting – February 13, 2025

Adjourn at 6:41 pm.



DOUGLAS COUNTY FAIR BOARD- ENTERTAINMENT COMMITTEE MEETING

WEDNESDAY, NOVEMBER 13, 2024, AT 5:00 PM

ADMINISTRATIVE CONFERENCE ROOM

MINUTES

Meeting:

Attendance: Sarah Fischer, Lisa Turner, James Jamison, Scott Candelaria, Dean Elliot, Tori Thelen, and Zach Burns

2025 Kids Corral Entertainment- The committee discussed the vision and goals for the 2025 Kids Corral. The committee recommends expanding free and quality entertainment available for attendees and their families. The committee discussed the returning and new entertainment options. The committee is recommending securing a pedal tractor pull, inflatable corn maze, face painter/balloon artist, Tres Amigos Roping, Agri-Golf, and Patriotic Captain Tall Tale as 2025 vendors. Kirk Hall, as well as the Kids Corral, will lead with interactive and agricultural attractions.

Farm-to-Table Proposals- Tori discussed the committee should solicit 2025 Farm-to-Table proposals from local caterers. Tori confirmed that the committee is expecting proposals from SALT, Tribe, and Coast to Coast. The committee has been tasked with connecting with local businesses to consider more options. The committee discussed the 2024 Farm-to-Table layout and obstacles. It was recommended that attendees have the option to get their cocktails and walk among the vendors prior to sitting for brunch. The committee agreed that the menu should be an elevated brunch with a focus on Colorado protein. Dean discussed some feedback from attendees expecting a cutting station with more quality meats for the price of brunch. Zach discussed that the BOCC will be asking questions on the caterer selection process and encourages the committee to seek new local businesses to collaborate on the menu. The committee agreed that the event start time will remain at 10 am and that the occupancy be lowered to 200 guests. There was a discussion of having two bar stations for line control. Tori will email the committee the 2024 Farm to Table survey results as well as the 2024 menu for reference.

2025 Perspective Bands Midway- The committee hopes to identify the appropriate times for bands to perform on the midway stage as soon as possible. The committee will work on band suggestions. Scott provided the committee with four band names to consider. Tori discussed the bands who have reached out about returning for 2025. The committee

recommends welcoming back Wirewood Station, Sarah P. and the Dirty Logger, and the Jeff Alan Band. The bands were all well received and fit well within the budget.

2025 Entertainment Budget—Tori shared the 2024 entertainment budget broken down into categories. Based on the committee's goals, Tori recommended allocating the 2025 budget similarly. Tori emailed the committee the spreadsheet to look over. Zach confirmed that the cost of the concert was removed from the budget for efficiency.

Pancake Breakfast—The committee recommended hiring Flippin Flapjack for the 2025 Pancake Breakfast. After discussing the 2024 Pancake Breakfast, the committee was happy with the service and cost that Flippin Flapjack provided. Local pancake vendors are hard to find, and the committee recommended booking them sooner rather than later to avoid missing the opportunity to rebook them.

Next Meeting - Thursday, February 13



**DOUGLAS COUNTY FAIR BOARD- GUEST SERVICES COMMITTEE
MONDAY, JANUARY 13, 2025 AT 5:30 PM
FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM
MINUTES**

Attendees: Gary, Lisa, Jean, James, Lori, Scott, Teresa

2025 FAIR GATE HOUR REVIEW

The committee reviewed the proposed 2025 gate hours. Gary suggested that shifts be created to provide cart transportation for ADA, VIPs and internal transport needs. James suggest that the committee verify that we have enough carts to provide the service. Gary stated in 2024 Guest Services had three carts and that the cart he used would be available for transport along with Dick.

Assignment: Gary and Dick to determine schedule for cart shifts by Feb. 1

Assignment: Jean will review schedule to determine hours of volunteer command and if additional volunteers are needed to staff by Feb. 1.

VOLUNTEER ENGAGEMENT

Jean reported the next email out to existing volunteers would be a Valentine's message. Teresa reported that Fair had received two applications for volunteers in the last four weeks and suggests that the committee engage with prospective volunteer when they first show interest. The committee agreed that an onboarding process should be created. Gary also provided a list of prospects from the Sterling Ranch event.

Assignment: Jean to write Valentine's message to current volunteers by Feb. 1; Teresa will build and send message by Feb. 14.

Assignment: Gary to write initial email message to new volunteer prospects by Feb. 1

RECRUITING

Gary outlined avenues to recruit more volunteers including social media, Nextdoor, community organizations/ HOAs, local online groups, community event. Jean suggests to add volunteer info to Castle Rock Summer Mailer; Teresa said she'd see if that was possible. Scott reported that Lowe's pays their employees to volunteer and that will post a flyer about volunteer opportunities for Fair. Teresa said she'd update existing flyer and print some out for Scott to take to the stores. James proposed outreach to commercial property management companies that hold events for their tenants. The committee also discussed group volunteer opportunities and how we could recognize those groups, ideas include: Volunteers wearing company branded gear during shift, utilizing the video board during rodeos to recognize groups, social media shout-outs. School outreach will begin after spring break.

Assignment: Teresa to update volunteer flyers by January 24

Assignment: James to research property management companies by Feb. 6

PERKS

The committee discussed different ways to recognize volunteers including a trailer with volunteers during Highlands Ranch parade, spotlighting volunteers during rodeos. The committee will continue to consider ideas this spring.

TEAM LEADS

The committee discussed identifying team leads for shifts during busy nights at gates. Teresa reported that Lisa G. is reviewing the volunteer list and will make recommendations to the committee.

VOLUNTEER TRAINING

Lisa T. discussed the training schedule and materials. The committee determined Saturday, July 19 at 10:30 AM for in-person training and Wednesday, July 16 at 7 PM for online. Teresa will secure a space for the in-person training. Lisa suggested that everyone review the training materials and have changes to her by May 1. Training materials will be added to a future meeting's agenda. Teresa suggested that the committee creates a knowledge binders for volunteers that are at the gates and info booths. These binders were not created in 2024. Lisa will add it to the training material project plan.

Assignment: Teresa to secure space for volunteer orientation by Jan. 17

STUFFED ANIMALS

Lori presented stuffed animals to be considered for merchandise sales. Lori stated 2025 will be a test year for a stuffed animal and chose a variety of species and price points for the committee to consider. The committee reviewed a number of samples and narrowed it down to two options. Lori will provide pricing for the committee's choices that will include the cost of the animal, the bandana and cost for screen printing/patch.

COMMITTEE MEMBER RECRUITMENT

Gary mentioned that a goal of 2025 is to recruit new members to the committee and suggests that the committee come to the February meeting with ideas to consider.

OFFERO

Teresa provided an update from Lisa G. on launching Offero for volunteer recruitment and the goal is to have it updated by the end of February.

2025 MEETING DATES

Guest Services meets the second Monday of each month at 6:00 PM in the Fairgrounds Administrative Office Conference Room, unless otherwise stated in the agenda. There are no committee meetings in: March, August, October or December.

- February 10 at 6 PM in the Fairgrounds Administrative Office Conference Room
- April 14 at 6 PM in the Fairgrounds Administrative Office Conference Room
- May 12 at 6 PM in the Fairgrounds Administrative Office Conference Room
- June 9 at 6 PM in the Fairgrounds Administrative Office Conference Room
- July 14 at 6 PM in the Fairgrounds Administrative Office Conference Room
- September 8 at 6 PM in the Fairgrounds Administrative Office Conference Room
- November 10 at 6 PM in the Fairgrounds Administrative Office Conference Room

Key 2025 Ticketing Information

Target On Sale Dates

Rodeo Pre- Sale: 2/8 - 2/16

Grounds: 4/16

Rodeo: 4/1

Concert: 4/16

F2T: 4/10

Promos

- 20 or more tickets = 10% off
 - 100 or more tickets = 15% off
 - Free Rodeo Ticket for Military on Friday and First Responders on Sunday
-

Rodeo Ticket Pricing

- **One-tier pricing:**
 - All Seating: \$35
 - Sunday Rodeo tickets are discounted (\$25)
-

Concert Ticket Pricing **TBD (Act Dependent)**

- **Two-tier pricing:**
 - Grandstand Seating: TBD
 - Pit Seating: TBD
-

Grounds Ticket Pricing

- **Daily**
 - \$5.00
 - No admission fee during soft gate opening times**
 - **Season Pass**
 - **TBD**
-

4-H

- Exhibitor receives one wristband at no charge.
- Exhibitor may purchase additional wristbands at \$5.00 each, no limit

Friday July 25th

Gates Open – 4:00pm	Gates Close – 11:00pm
Carnival Open – 4:00pm	Carnival Close – 11:00pm
Marketplace Open – 4:00pm	Marketplace Close – 8:00pm
Food & Bev Vendors Open – 4:00pm	Food & Bev Vendors Close – 10:30pm
Concert – 7:30pm	Concert End – 10:30pm

Saturday July 26th

Gates Soft Open (West)– 8:00am	Gates Close – 11:00pm
Gates Open – 11:00am	Carnival Close – 11:00pm
Carnival Open – 11:00am	Marketplace Close – 8:00pm
Marketplace Open – 11:00am	Food & Bev Vendors Close – 10:30pm
Food & Bev Vendors Open – 11:00am	Hometown Rodeo End –
Hometown Rodeo – 4:00pm	

Sunday July 27th

Gates Soft Open (West) – 8:00am	Gates Close – 10:00pm
Gates Open – 11:00am	Carnival Close – 10:00pm
Carnival Open – 11:00am	Marketplace Close – 8:00pm
Marketplace Open – 11:00am	Food & Bev Vendors Close – 9:30pm
Food & Bev Vendors Open – 11:00am	

Wednesday July 30th **Possible Exceptional Rodeo and/or Friends & Family*

Gates Soft Open (West) – 8:00am	Gates Close – 10:00pm
Gates Open – 3:00pm	Carnival Close – 10:00pm
Carnival Open – 3:00pm	Marketplace Close – n/a
Marketplace Open – CLOSED	Food & Bev Vendors Close – 9:30pm
Food & Bev Vendors Open – 3:00pm	

Thursday July 31st

Gates Soft Open (West) – 8:00am	Gates Close – 11:00pm
Gates Open – 3:00pm	Carnival Close – 11:00pm
Carnival Open – 3:00pm	Marketplace Close – 8:00pm
Marketplace Open – 3:00pm	Food & Bev Vendors Close – 10:30pm
Food & Bev Vendors Open – 3:00pm	

Friday August 1st

Gates Soft Open (West) – 8:00am	Gates Close – 11:00pm
Gates Open – 11:00am	Carnival Close – 11:00pm
Carnival Open – 11:00am	Marketplace Close – 8:00pm
Marketplace Open – 11:00am	Food & Bev Vendors Close – 10:30pm
Food & Bev Vendors Open – 11:00am	
Sale – 6:00pm	

Saturday August 2nd

Gates Soft Open (West) – 8:00am	Gates Close – 11:00pm
Gates Open – 11:00am	Carnival Close – 11:00pm
Carnival Open – 11:00am	Marketplace Close – 8:00pm
Marketplace Open – 11:00am	Food & Bev Vendors Close – 10:30pm
Food & Bev Vendors Open – 11:00am	

Sunday August 3rd

Gates Soft Open (West) – 7:00am	Gates Close – 6:00pm
Gates Open – 10:00am	Carnival Close – 6:00pm
Carnival Open – 10:00am	Marketplace Close – 6:00pm
Marketplace Open – 10:00am	Open Class Close – 4:00pm
Food & Bev Vendors Open – 10:00am	Barns Close – 3:30pm
	Food & Bev Vendors Close – 6:00 pm