



DOUGLAS COUNTY FAIR BOARD

THURSDAY, JUNE 26, 2025

KIRK HALL

AGENDA

6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE

Public Meeting

Public Comment

Approval of Previous Meeting Minutes

Consent Agenda

Administration – The committee is identifying projects and programs for the IAFE Awards and to work on a history display in Kirk Hall during Fair.

Executive- The committee recommends Patti Russel and Ryan Johnson for Fair Board Directors. The BOCC will no longer do the Cookie Jar Toss at the Livestock Sale and there will be something in its place. Pat C and Dean volunteered to check IDs for the Farm to Table event.

Entertainment- The Draft Horse Show will be on Sunday, July 27 from 2-6:30 pm. There will be Farm Class obstacles and the pull. Sponsors for the event have been secured.

Guest Services— The committee recommends adding a second in-person volunteer orientation on July 23 at 7 PM in Kirk Hall to help train last-minute sign-ups.

The committee recommends creating a volunteer role in the volunteer command center to help support the volunteer experience and add depth to the staffing.

Livestock Sale – Cowboys After Hours is interested in purchasing the Branding Iron Club for Friday, August 1, to host their reception for the Livestock Sale. The committee reviewed goals for the 2025 Livestock Sale and believes that they have covered everything discussed at the end of last year's Fair.

Marketing – No Meeting.

Rodeo- No meeting

Show Management – Mercedes is working on a scavenger hunt for the public, similar to the Ag Passport in past years. Farm Bureau would like to sponsor a portion of the printing for it. Open Class is working with Wellspring to encourage more entries from their stars. There will be two alternative pick-up times for General Project pick up on Monday, August 4, and Tuesday, August 5, from 3-6 pm.

Treasurer's Report

Reports from other groups

Regular Agenda

Staff Report

**Outstanding Items Needing Board Approval
Safety Plan for Fair**

Old Business

**Volunteer Update
Shifts Needing Numbers, Role Of Golf Carts
Sign Up For Activity Support, Admin Committee Will Have A Listing
Facility Updates - VIP Seating, Name; Shade Sails**

New Business

**Review Events And Committee Updates
Rabbits
Awards Update
Director Nominations**

Other Business

Director Comments

Adjournment

Next Meeting: July 17, 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:

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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, MAY 22, 2025

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

MINUTES

Dean Elliott - Chairperson, called the Douglas County Fair Board meeting to order at 6:30 p.m. on May 22, 2025. 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
Tom Harris
Wes Jacobs
Scott McHenry
Debbie Mills
Phil Riesselman
Pat Salazar
Hayden Schmidt
Pam Spradlin
Lori Sorenson
Lora Talbert
Rob Tkach
Gary Turner
Lisa Turner

Associate Members Present:

Tori Checkal
James Jamison
Linda Jefferies
Ryan Kennedy
Kyle Moore
Patti Russell
Dick Sabulsky
Jean Sabulsky
Frank Silici
Ted Sorenson
Chris Spyke

Other Guests Present:

Tristan Hastings
Guinevere Nelson

Staff Members Present:

Laurie Anderson
Zach Burns
Clay Gysin
Sharon Hines
Michelle Mannes
Emily Schoelzel
Aaron Stepanich

Board Members Absent:

Sarah Fischer
Jennifer Foss

Associate Members Absent:

Clay Adams
Nick Candelaria
Matt Coyle
Deb Dilley
Josiah Fredericks
Lauren Heaton
John Holst
Chayce Lutz
Garrett Northrop
Ty Quintana
Gabriel Ryan
Danny Talbert
Cynthia Tkach
Monica Wilson
Kate Wormington
Matt Wormington

6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE**Public Meeting**

Public Comment: None.

Approval of Last Meeting Minutes: Rob Tkach moved to approve the last meeting minutes. Scott Candelaria seconded. No discussion. All approved.

Consent Agenda: Lisa Turner asked for a correction that the online volunteer training will occur on July 16, not July 18. Given the amendment, Lori Sorenson moved to approve the Consent Agenda. Rob Tkach seconded. There was no further discussion. All approved.

Treasurer's Report: Wes Jacobs reported that current revenue is at \$146,509, with expected revenue of over \$1 million. Expenses are currently at \$79,293, with anticipated expenses at \$763,987. A lot more is expected to come in over the next few months.

Reports From Other Groups

4-H Foundation: Patti Russell reported that five four-year scholarships had been distributed for this school year. No tradeshow scholarships have been awarded. Ten project grants have also been awarded.

CSU/4-H: Guinevere Nelson reported that their office is hiring two summer interns to support 4-H staff and programming. All summer programming is going well.

Youth Council: Tristan Hastings reported that the 4-H Youth Council is gearing up for June Show, summer activities, and Fair preparation.

FFA: None.

DCSO: Nothing new for this meeting.

Regular Agenda**Committee Reports**

Marketing: Debbie Mills reported that the Committee is working on Billboards and road signs. Coffee sleeves have been distributed to several different coffee shops. Teresa is working hard on email marketing campaigns to volunteers, open class exhibitors, ticket buyers, etc.

Rodeo: John Adams reported that extra purse money has been added to the budget for a total amount per event of \$23,875. This takes our purse higher than the Dodge City, Kansas rodeo on the same weekend as ours. The total purse for the year is \$191,000. Ticket sales for the rodeos are ahead of last year's. The PRCA has purchased 80 tickets for employees to use during our rodeo.

Show Management: Hayden Schmidt reported that securing judge contracts is going well. 4-H Animal Tag-Ins are also going well, with rabbit and poultry still left to tag in. Rob and Lori are working hard to update the exhibitor packet. Lori is building a program to help onboard, maintain, and incentivize Superintendents.

Entertainment: Scott McHenry reported that most of the entertainment has been set since their last meeting, with few tasks remaining before the Fair.

Awards: Pat Candelaria thanked the sponsors who had paid their bills and asked anyone who had not yet to send a check to do so.

Guest Services: Gary Turner reported that all merchandise sales will occur in the Events Center this year. Each gate will have a Team lead at every shift to help Lisa with troubleshooting if needed. Volunteers are being added to the schedule for first aid shifts.

Livestock Sale: Wes Jacobs reported that the date/anniversary on the Save the Date postcards sent out was incorrect. This was incorrect last year as well. The Committee will make sure to proofread everything better moving forward.

Admin: Lora Talbert reported that all plans are set for Workday. The Committee wants to distribute all Fair Board shirts at the June Fair Board meeting. The Admin Committee is working on a history project for the Souvenir Program and display in Kirk Hall during the Fair.

Staff Report: Zach introduced Emily Schoelzel, this year's Fair and Rodeo intern. Emily is excited to be part of the Fair.

Old Business

Discussion on Animal Receiving Date: Hayden Schmidt addressed the Board that he has received several comments and concerns about the newly scheduled Animal Check-In on Monday, July 28. Given the comments received, Hayden moved to return Animal Check-In to its original date of Tuesday, July 29, and relook at the schedule for 2026. Scott Candelaria seconded. No discussion. All approved.

Draft Horse Show: Scott McHenry reported that planning for the Draft Horse Show is going well. A few large sponsors have agreed to sponsor the event, leaving a small amount left to sponsor. The schedule will include performance classes at 2 p.m. and a pull starting at 5 p.m. He thanked everyone involved for working on the schedule and budget to make this event happen. Clay, Tori, and Michelle will schedule a site visit with the group to ensure space requirements are met.

Mock Sale Planning: Pat Candelaria reported that everything is all set for the Mock Sale. The committee would welcome any help from the Fair Board, who would like to assist and be a buyer that night.

New Business

Fair Foundation Opening: Dean Elliott reported that the Fair Foundation has an opening for a Director at Large position. Scott McHenry volunteered for the position. Wes moved to approve Scott McHenry for the Director at Large position for the Fair Foundation. Phil Riesselman seconded. No discussion. All approved.

PRCA Awards: John Adams presented two awards to the Douglas County Fairgrounds Maintenance Staff for Best Ground and Best Large Rodeo of the Year. He thanked them for their hard work, ensuring a safe and exceptional facility for the rodeos. Clay Gysin and Aaron Stepanich accepted the awards.

Facility Update Presentation: Zach Burns discussed upcoming projects at the Fairgrounds. New shade sails will be installed over the benches in Heritage Plaza. Kirk Hall will be painted to resemble its original white colors with green trim. Lights will be strung in the midway trees, and light towers will be added to brighten the playground area at night. A VIP Party Deck will be built in the coming months and will be completed for the 2025 Fair & Rodeo. The deck will be an opportunity to explore VIP experience and serve as a private viewing area for the PRCA Rodeos. There will be a cash bar and light refreshments served. Debbie Mills reminded the board that Tom Harris has been helping to secure a sponsorship of the Party Deck from the Rotary Club for three years.

Douglas County Day: Zach Burns reported that the Board of County Commissioners has created a Staff Day to recognize the Douglas County Employees on Wednesday, July 30, from 4 p.m. to close. The invitation will be sent to 1,400 employees and their families. Dean Elliott reminded the Fair Board that this is an excellent opportunity to be present and interact with the Douglas County employees and thank them for attending the Douglas County Fair & Rodeo.

Sponsorship Update: Debbie Mills reported that of the 90 sponsors who sponsored the Fair in 2024, 86% are returning. We have gained six new sponsors, three of them national PRCA sponsors. Pendleton and Hutchinson Western have both upped their sponsorship amounts for the year. Currently, sponsorships for the year are around \$433,000.

June Fair Board Date Change: Due to the Juneteenth County Holiday, Wes Jacobs moved to change the June Fair Board meeting date to June 26th. Phil Riesselman seconded. No discussion. All approved.

Other Business: Dean Elliott shared that Commissioner Teal filmed his next Commissioner video update at the Fairgrounds to promote the Fair and stay tuned for when it is released. He also shared that the Broncos filmed their schedule release video at the Fairgrounds thanks to Debbie Mills. The theme was Mutton Bustin and featured our facilities and a few of our previous Mutton Busters.

Director Comment: None.

Adjournment at 7:15 pm

Next Meeting: June 26, 2025

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DOUGLAS COUNTY FAIR BOARD- AWARDS COMMITTEE MEETING

THURSDAY, MAY 22, 2025 AT 5:00 PM

FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM

MINUTES

Meeting

Attendance: Pat Candelaria, Michelle Mannes, Emily Schoelzel, Zach Burns, Dean Elliott

Review Outstanding Award Sponsorship and How to Proceed: There are many outstanding awards for people who have not paid yet. The Fair Foundation is willing to send another email invoice. The Committee will divide the list of folks who still need to pay for phone calls over the weekend.

Review Un-sponsored Awards: After phone calls, Pat will ask the CSU Extension Office to put the link for Handbid on the 4-H Blast for anyone willing to sponsor open awards.

Approve List of Director Badge: The Committee agreed to move forward with the badge with the black background. Seven directors are eligible for Director Badges. Michelle will order badges for Wes, Debbie, Phil, John, Lora, Scott, and Pam.

Budget: The Committee reviewed the budget with current and anticipated expenses.

Poultry Bracket Review: The Committee will work with the Poultry Department to obtain the information needed to recreate the bracket for this year's Fair.

Count Awards Received: The Committee will inventory awards received on May 30 to ensure everything is correct.

Other: Michelle will order the Champion and Reserve Champion stall signs as has been ordered in the past.

Next Meeting: June 27, 2025 – Award Sorting



DOUGLAS COUNTY FAIR BOARD- ADMIN COMMITTEE

THURSDAY, MAY 22, 2025, AT 5:15 PM

FAIRGROUNDS TICKET OFFICE

MINUTES

Attendees: Pam, Lora, Pat S., Linda J. and Debbie Mills, Patti Russell

Discussion about IAFE

IAFE has a workshop on June 12 at 1pm CT that we will sign up for

Ideas that we might enter:

Shades for the Wall of Honor

The wall of honor plaques

Ear Tags

Ag/Floral Open Class display

Mechanical Bull

Sponsorship BBQ for Livestock Sale

HOA marketing

Historic Display: Patti and Pam have taken pics of honorary people signage. Will also check on benches at CSU and Wall of Honor. Pat will send Pam the history of Kirk Hall and we have a Kirk Hall building made by a 4 H person in the early days. Patti Russell said she has a map of the ranchers in 1950 that we might also use.

June 6 Jean and Teresa will plant flowers in the midway and there will be a June Show also, 4H kids

Hopefully all shirts will be ready for us to disseminate at June 26 Board Mtg

Name Tags – sign-up sheet in June meeting also



DOUGLAS COUNTY FAIR BOARD- EXECUTIVE COMMITTEE MEETING

THURSDAY, JUNE 12, 2025, AT 6:00 PM

EVENTS CENTER CONFERENCE ROOM

MINUTES

Attendance: Dean Elliott, Scott Candelaria, Zach Burns, Teresa Kutt, Michelle Mannes, Tori Thelen, Rob Tkach, Tim Hallmark, Gary Turner, Sarah Fischer, and Phil Riesselman.

Staff Review—No comment.

Tickets—Online code utilization—Dean asked the committee if everyone had received the ticket code to claim their tickets from Douglas County. Dean urged the committee members to ensure the tickets they claimed are used. Phil requested that the ticket code be resent to his email.

Final Planning: Lora will consolidate all director sign-ups for fair events. Dean would like to see the sign-up process dialed in and said the pass-around sign-up does not work well.

Friday Concert—Staff requested assistance in setting up the green room for the band. Zach said items will be purchased to stock the room. Tim will notify the Fair Board of additional help during the concert night. Tim is trying to avoid the chaos of loading all the production equipment like last year.

Saturday Support- Dean confirmed that Phil will continue to drive for the parade on Saturday. Dean encouraged staff to participate in the parade if they are able. Support is needed for the Dog Shows and Stick Horse Rodeo.

Hometown Rodeo- Dean confirmed that Lewis Street will be opened for Hometown Rodeo. John said he does not need any additional support for Hometown Rodeo. Dean asked to have a Hometown Rodeo parking diagram.

Farm to Table—TIPs-certified directors are needed to check IDs for Farm to Table. Pat C and Dean volunteered. Pat asked how the guests would flow into the dining tent and confirmed that the vendor tent would be opened to the public. The Entertainment Committee will have a Farm to Table set up and tear down sign-up at the Fair Board meeting. The Car Show will load in at the H gate and will need a volunteer to help guide them into place at 10:15 am. The entrance at Farm to Table will be closed during the event.

Unbridled Rodeo—The event will be on July 30 at 10 a.m. in the Indoor Arena. Setup will begin at 7 a.m. Developmental pathways will do the setup. Debbie has recruited several volunteers for the event. Dean encouraged the Director's presence during the event. Gary confirmed that Douglas County Staff Day will not impact the green shirt volunteers in ticketing. Zach said the County staff will handle guest check-in for staff day, and they expect 30% of employees to take advantage of the invitation. The invitation is for all Douglas County employees and their families.

Livestock move-in planning and assignments- The committee is working on changing some of the move-in logistics to spread out check-in among species. TBD. Lori will be assisting with Fair Entry and the Scale House.

Camping Update: Dean will meet with Laurie from DCSO in the coming weeks to finalize camping move-in details. Spots will be assigned based on the dimensions of the trailers. Camping load-in will be Friday through Tuesday.

VIP Sponsor activities—The Director's presence is encouraged on the Branding Iron Club (Party Deck) and the Performance Platform during the Saturday evening VIP Sponsor Event.

General Layout review—Discovery Ranch, Marketplace, etc. The committee reviewed the event maps and fair maps.

Committee Activity- Gary notified the committee that he is not impressed with Lowe's or Sterling Ranch's responses to volunteering.

Parking—Dean asked if Garrett would have access to an ADA spot. John will confirm if he needs it. He said he would be dropped off and picked up when he volunteers during the rodeos. Superintendents and associates will have parking near the reefer truck at West Gate. Associates who have served 5+ years will have dedicated parking near the Directors. Pat C. said that a couple of associates met the requirements last year and did not receive reserved parking.

Other—Dean discussed the Fair Board Director openings. Sarah and the nominating committee interviewed the seven applicants. The committee will nominate two people, Patti Russell and Ryan Johnson. Dean said the Committee Chair selections must be made biannually in June. Dean and Pat recently sorted through awards and matched them to species to get better organized. Pat confirmed the Livestock Mock Sale will be July 16 and invited the committee to act as buyers. Pat notified the committee that they will not do online add ons. Pat discussed June Show and the unhealthy animals that attended and encouraged health checks. Michelle is confident in the biosecurity measures that took

place. The BOCC will no longer participate in the cookie toss at the Livestock Sale. They would like to continue to sponsor the cookie jar and come up with an alternative way for the cookie jar to be included in the sale.

Next Meeting - July 10, 2025



DOUGLAS COUNTY FAIR BOARD- ENTERTAINMENT COMMITTEE MEETING

THURSDAY, JUNE 12, 2025, AT 5:00 PM

EVENTS CENTER CONFERENCE ROOM

MINUTES

Meeting:

Attendance: Sarah Fischer, Scott McHenry, James Jamison, Tori Thelen, and Zach Burns

Draft Horse- Debbie secured sponsorships to cover the expenses of the Draft Horse Show. The Fair Foundation will be working directly with the sponsors. Scott updated the committee on the Draft Horse Show logistics. Douglas County staff will meet with the event coordinators and Scott McHenry on June 23 to discuss logistics, setup, and load out. Scott is working on securing an announcer for the show. Debbie will have the Royalty Court hold signs to help quiet the audience for the pull portion of the show. Scott asked if we could provide shade for the contestants and water troughs for the horses. Staff will provide 10x10 tents for shade. There will be up to 10 teams and 6-8 pullers. Scott requested the presence of the Fair Board at the event. Sarah suggested we work on the cost of the Draft Horse Pull in the 2026 Entertainment Budget. Scott recommended that the show be ticketed next year if it is successful. Scott asked if they need insurance or if there will be waivers for the contestants. Zach will confirm as soon as he hears.

Committee Sign-Ups—Tori asked the committee to volunteer for a shift during fair week to check in with vendors, deliver checks, move in bands, and interact with other vendors. Zach recommended that the committee take notes on performers to evaluate their value for 2026. Tori will email a sign-up sheet to the committee and make a master schedule. Tori and Sarah will coordinate a group chat for fair week. Chris will assist in the food vendor move-in on Friday, July 25.

Next Meeting – Thursday, July 10



**DOUGLAS COUNTY FAIR BOARD- GUEST SERVICES COMMITTEE
MONDAY, JUNE 9, 2025, AT 5:30 PM
FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM
MINUTES**

Attendees: Gary, Lisa T., Jean, Lori, James, Scott, Teresa, Lisa G., and Zach

VOLUNTEER SHIFTS

Lisa G. provided an update on the number of open shifts and those that were critical to fair operations. Zach reported that compared to the same time last year we have 50% of shifts filled compared to 30% in 2024. Ticket sellers can be moved to ticket takers if the rodeos sell out.

RECRUITMENT

Gary has reached out to Canvas Credit Union
Gary and Scott will re-engage with Sterling Ranch and Lowes

MERCHANDISE

The committee tied bandanas onto the stuffed animals for the merchandise booth.

MUTTON BUSTIN

Gary clarified the check-in process with the rodeo committee and check-in will be limited to 30 minutes. There will be no refunds. Lisa has the refund policy as part of the terms during the registration process.

COMMITTEE SCHEDULE

Gary requests that all committee members submit their schedule for Fair week.

SUPPLIES

Teresa has ordered the lanyards and wristbands. The green vests have been washed. Other items are being developed. Signage is underway.

GOLF CARTS

Gary is working on the operational logistics and training for the golf cart drivers.

ORIENTATIONS

The committee discussed revamping the orientation based on volunteer feedback from last year's survey and other comments. James suggests that the orientation be split between 3 speakers for 20 minutes each – research has shown multiple presenters increases information retention. For 2026, it is suggested that we create a walk-through video of the Fair for volunteers. Lisa G. will work with County staff to shoot the drone video on a quiet day after everything is set-up this year. Instead of providing all the information during orientation, the presenters will refer volunteers to the information binders at the gates and info booths. Lori suggests in 2026 we look at the National Western Stockshow's model for volunteer training.

The committee recommends adding a second in-person volunteer orientation July 23 at 7 PM to help train last minute signs ups. Teresa will look for space.

It is recommended that we create a volunteer role in the volunteer command center to help support the volunteer experience and add depth to the staffing. Lisa and Jean will work on a job description and open shifts in Offero for

our busier days. Teresa will add the new role to outgoing emails to volunteers, emphasizing it's indoor and mostly seated.

NEXT MEETING: July 14 at 6 PM

VOLUNTEER ORIENTATIONS:

- July 16 at 7 PM: Virtual Volunteer Orientation
- July 19 at 10:30 AM: In-person orientation in Kirk Hall
- July 23 at 7 PM: In-person orientation in Kirk Hall



DOUGLAS COUNTY FAIR BOARD- LIVESTOCK SALE COMMITTEE MEETING

WEDNESDAY, JUNE 4, 2025, AT 6:30 PM

KIRK HALL

MINUTES

Meeting

Attendance: Emily Schoelzel, Michelle Mannes, Zach Burns, James Jamison, Scott Candelaria, Rob Gappa, Rob Tkach, Caitlin Gappa, Sarah Fischer, Cynthia Tkach, Nick Candelaria, Wes Jacobs, Pat Candelaria, Phil Riesselman, Lori Sorenson.

Budget - No new updates.

Cowboys After Hours Update—Cowboys After Hours will decide by Friday whether they are interested in purchasing the Branding Iron Club for the duration of Friday night for their sponsor reception and to watch the rodeo afterward. Michelle will keep the committee informed of their decision.

Sponsorship Discussion—The committee discussed raising the sponsorships for the Livestock Sale Sign Sponsors to \$500 each. The committee recommends discussing this again in 2026.

Mock Sale - 7/16/25 - The committee discussed the set-up they will need from the County. Pat will send out an email to the volunteers as a reminder of when to arrive.

Event Planning Worksheet - Phil will review the Event Planning Worksheet and submit it to Michelle.

Pens - The committee reviewed sample pens to purchase for buyers to use at the sale.

Commissioner Chairs - The committee will order chair covers entitled "reserved" to save the Commissioner chairs at the sale.

Update on Add-Ons - A few members of the Committee met with Fair Entry to discuss their online add-on option. A few kinks still need to be worked out, so the committee recommends waiting until 2026 to implement online add-ons.

Other Business - Michelle reviewed the letters for the buyer packets with the Committee.

Phil told everyone that we have a sponsor, Birch Law Group, for the Buyer BBQ.

Phil asked about an emergency plan and script in case of an emergency. Several individuals trained in crowd management will be in the Pavilion to help in an emergency situation.

Zach reviewed the minutes from meetings after Fair last year and wanted to ensure any goals for 2025 had been met or discussed. The committee agreed that everything has been addressed for 2025.

1. Speakers facing the clerking area were too loud – this can easily be addressed by relocating those speakers.
2. Credit Card machine glitches – Fair Foundation has fixed these.
3. Reorienting the clerking line to help alleviate congestion in the Pavilion entrance.
4. The paper for invoices with no ring add-ons must be kept for record-keeping.
5. Need to ensure a microphone is available and ready for the mandatory sale meeting.
6. Better organization of scholarship winners.

Next Meeting – July 16, 2025 – Mock Sale



DOUGLAS COUNTY FAIR BOARD- SHOW MANAGEMENT COMMITTEE MEETING

WEDNESDAY, JUNE 4, 2025 AT 5:00 PM

KIRK HALL

MINUTES

Meeting

Attendance: Lori Sorenson, Frank Silici, Pat Salazar, Linda Jefferies, Hayden Schmidt, Michelle Mannes, Emily Schoelzel, Zach Burns, Rob Tkach, Mercedes Glenn, Jacie Rex, Tori Checkal.

Roles & Responsibilities: Hayden asked that each individual in the group email him their availability during Fair and any other areas they may be interested in helping with.

Schedule Change: Hayden informed the committee that the Fair Board approved moving Animal Check-In back to Tuesday. The committee will need assistance during Animal Check-In in certain areas; a sign-up sheet will be provided at the next meeting for those spots.

Superintendent Supplies: Superintendents will receive a generic Fair shirt and hat again this year.

Other: Entries opened at 8 am on Monday, and there are currently 349 entries submitted. Entries close at 5 pm sharp on Wednesday, June 18. No exceptions will be made after the deadline!

Jacie reported that two alternative pick-up times have been scheduled for General Project pick up on Monday, August 4, and Tuesday, August 5, from 3-6 pm.

Mercedes is working on an activity similar to the Ag Passport activity in the past. These will be available for kids to take at the entrances to each barn. Farm Bureau would like to help pay for printing the brochures.

She is also working on display boards for the rabbit and poultry barns that will explain to the kids how to get ready for the Fair and how to become involved in 4-H.

Linda Jefferies has reached out to Well Spring to see if we can partner with them to encourage their residents to participate in the Creative Arts competitions. They seem very

interested and asked about options for providing specific accommodations to anyone who needs them. More information to come.

The 4-H Barn Dance will be taken on by 4-H Leaders this year.

Next Meeting: July 2, 2025



DOUGLAS COUNTY FAIR BOARD

SHOW MANAGEMENT SUPERINTENDENT MEETING

WEDNESDAY, JUNE 4, 2025 AT 5:30 PM

KIRK HALL

MINUTES

Meeting

Attendance: Katy Dane, Brian Cagianut, Ryan Potton, Sue Weinroth, Lori Sorenson, Frank Silici, Pat Salazar, Linda Jefferies, Hayden Schmidt, Michelle Mannes, Emily Schoelzel, Zach Burns, Rob Tkach, Mercedes Glenn, Jacie Rex, Scott Candelaria, Tori Checkal, Danny Talbert, Noah VanBibber, Rochelle Weigel, Brittany Sandell, Angie White, Nick Trujillo, Sara Warren, Dustin Nagel, Andrea Slattery, Lindsay Griffith, Christy VanBibber.

Committee Updates

Open Class: Frank reported that the Master Gardeners are busy preparing and promoting the Fair this year. They have planted over 1,300 seedlings in preparation for their displays at the Fair.

Pat reported that the Creative Arts entry information and entry forms are now on the website. Their group has been working with Wellspring to encourage more entries from their folks. Logistics for different entry times may have to be worked out if they can get several entries together. More will come in the next month or so.

General Projects: Jacie reported that there will be two alternative pick-up times for General Projects on Monday, August 4, and Tuesday, August 5, from 3-6 pm in the Events Center. The hope for these alternative times is that Sunday will be a little less stressful for the 4-H families.

Junior Division: Mercedes reported that she is working on educational posters for the rabbit and poultry barns regarding the "pre-work" on what it takes for the kids to get ready for Fair. She is also working on a self-guided scavenger hunt type book for the public to use during Fair. Farm Bureau is interested in sponsoring a portion of the printing costs. Mercedes also reported that the 4-H Leader's Council will be taking on the Junior Division Barn Dance this year. They are very excited for the opportunity. Andrea reported that Kiana Creek Ranch will be sponsoring meals on Tuesday and Wednesday for the Junior Division Exhibitors. An RSVP link via sign-up genius will be sent out shortly.

Schedule Updates: Hayden informed the group that the Fair Board approved moving animal check-in back to Tuesday. Timeframes for each species will remain the same as in past years. He reminded everyone that ALL animals, including the Superintendent's animals, are to undergo the proper health checks when they arrive on Tuesday.

Tuesday Check-In Expectations: Michelle explained that reports and Superintendent books will differ slightly this year. Instead of allowing everyone to customize their reports, each department will receive a standard template. This will help everyone to obtain what they need promptly from the staff and the Fair Board.

Event Planning Worksheets: Michelle will send out Event Planning Worksheets to each department. Please review and update them by June 18. Rob reminded everyone to go through their worksheet and not just send in the same as years past. This allows for accuracy and things not to be missed on show day.

Individual Meeting Requests: If any department would like to schedule an individual meeting with the Show Management Committee to review logistics, please do so soon.

Supply Orders: Superintendents receive their boxes to review and verify inventory. If anything is missing or you need anything else, please request items from Michelle by June 18.

Other

Next Meeting: July 2, 2025

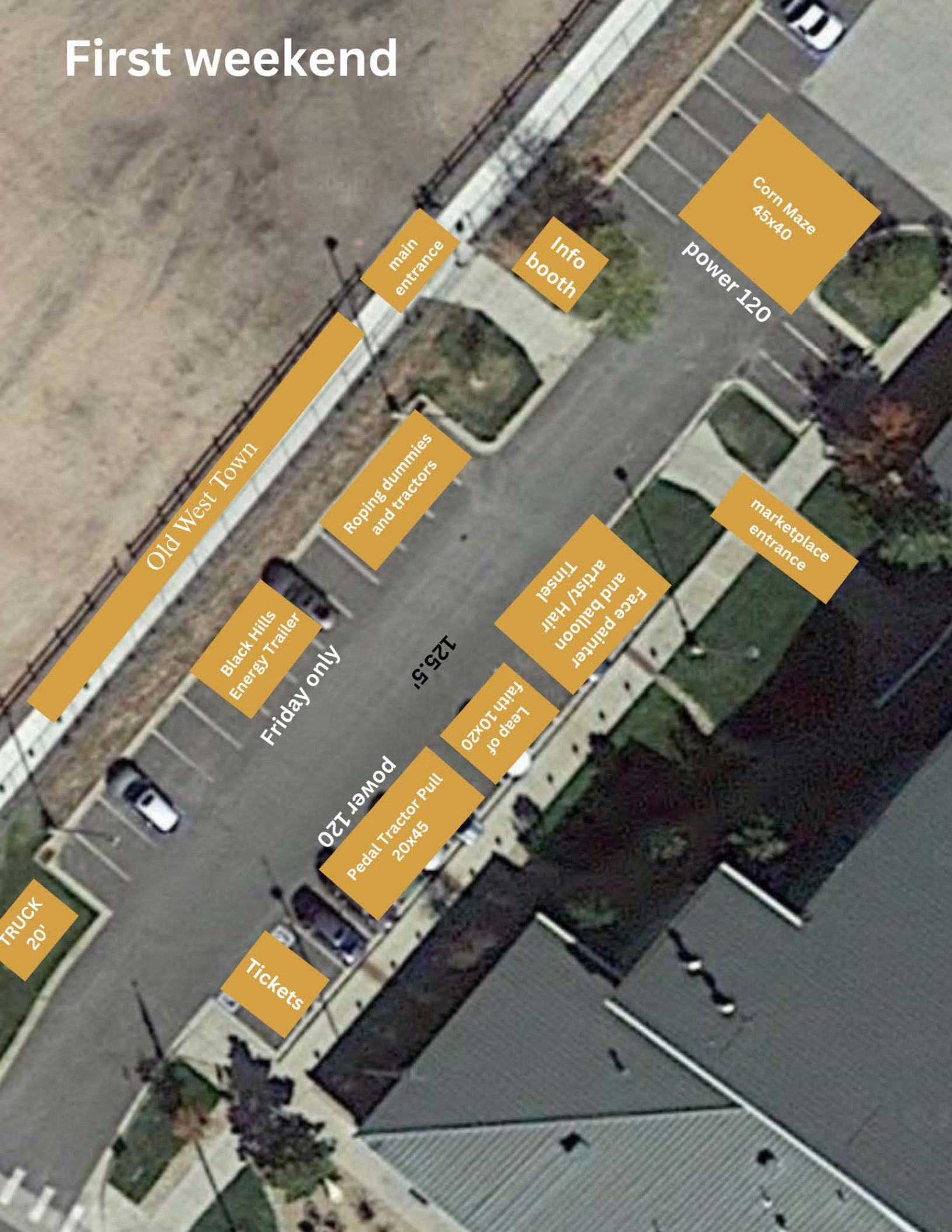
**55250 - Fair 2025 Operating Budget
Fairboard Summary**

| 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 | \$2,494.36 | \$0.00 | \$5,005.64 | 66.74 % |
| 433500 | Uniforms | \$2,000.00 | \$2,500.00 | \$4,500.00 | \$2,948.97 | \$1,500.00 | \$51.03 | 1.13 % |
| 443570 | County Fair Services | \$59,650.00 | \$86,920.00 | \$146,570.00 | \$33,041.45 | \$117,579.17 | (\$4,050.62) | -2.76 % |
| 443600 | Other Professional Services | \$100,000.00 | (\$100,000.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 444300 | Equipment Rental | \$17,200.00 | \$49,000.00 | \$66,200.00 | \$0.00 | \$46,041.79 | \$20,158.21 | 30.45 % |
| 444500 | Software/Hardware Supp/Maintenance | \$2,000.00 | (\$2,000.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #DIV/0! % |
| 445200 | Metro Area Meeting Expense | \$1,500.00 | (\$1,500.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #DIV/0! % |
| 445500 | Catered Meal Services | \$9,000.00 | \$0.00 | \$9,000.00 | \$3,343.73 | \$0.00 | \$5,656.27 | 62.85 % |
| 447850 | Fair Awards (447850) | \$27,720.00 | \$10,280.00 | \$38,000.00 | \$10,913.45 | \$24,508.20 | \$2,578.35 | 6.79 % |
| 474800 | Other Machinery & Equipment (474800) | \$0.00 | \$0.00 | \$0.00 | \$11,875.00 | \$11,875.00 | (\$23,750.00) | #DIV/0! % |
| ADMINISTRATION COMMITTEE TOTAL | | \$244,070.00 | \$27,700.00 | \$271,770.00 | \$64,616.96 | \$201,504.16 | \$5,648.88 | 2.08 % |
| MARKETING COMMITTEE | | | | | | | | |
| 433400 | Operating Supplies | \$4,200.00 | (\$3,700.00) | \$500.00 | \$69.86 | \$250.00 | \$180.14 | 36.03 % |
| 440100 | Printing/Copying/Reports | \$20,300.00 | (\$6,300.00) | \$14,000.00 | \$1,746.69 | \$8,353.00 | \$3,900.31 | 27.86 % |
| 440200 | Newspaper Notices/Advertising | \$41,000.00 | \$3,000.00 | \$44,000.00 | \$2,896.84 | \$29,600.00 | \$11,503.16 | 26.14 % |
| 443570 | County Fair Services | \$20,800.00 | \$0.00 | \$20,800.00 | \$3,969.38 | \$11,000.00 | \$5,830.62 | 28.03 % |
| MARKETING COMMITTEE TOTAL | | \$86,300.00 | (\$7,000.00) | \$79,300.00 | \$8,682.77 | \$49,203.00 | \$21,414.23 | 27.00 % |
| MARKETING - SPONSORSHIP | | | | | | | | |
| 433400 | Operating Supplies | \$0.00 | \$5,300.00 | \$5,300.00 | \$1,293.92 | \$1,500.00 | \$2,506.08 | 47.28 % |
| MARKETING - SPONSORSHIP TOTAL | | \$0.00 | \$5,300.00 | \$5,300.00 | \$1,293.92 | \$1,500.00 | \$2,506.08 | 47.28 % |
| MARKETING - EXTERNAL EVENT SPONSORSHIP TOTAL | | | | | | | | |
| 440200 | Newspaper Notices/Advertising | \$0.00 | \$2,500.00 | \$2,500.00 | \$1,000.00 | \$450.00 | \$1,050.00 | 42.00 % |
| MARKETING - EXTERNAL EVENT SPONSORSHIP TOTAL | | \$0.00 | \$2,500.00 | \$2,500.00 | \$1,000.00 | \$450.00 | \$1,050.00 | |
| MARKETING - ROYALTY | | | | | | | | |
| 433400 | Operating Supplies | \$0.00 | \$750.00 | \$750.00 | \$364.00 | \$0.00 | \$386.00 | 51.47 % |
| 443570 | County Fair Services | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 100.00 % |
| 445300 | Travel Expense | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 | \$641.32 | \$1,858.68 | 74.35 % |
| 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 | \$270.00 | \$0.00 | \$2,230.00 | 89.20 % |
| MARKETING - ROYALTY TOTAL | | \$4,750.00 | \$3,250.00 | \$8,000.00 | \$634.00 | \$641.32 | \$6,724.68 | 84.06 % |
| ENTERTAINMENT COMMITTEE | | | | | | | | |
| 433400 | Operating Supplies | \$15,000.00 | (\$5,000.00) | \$10,000.00 | \$5,202.78 | \$5,150.00 | (\$352.78) | -3.53 % |
| 443570 | County Fair Services | \$109,300.00 | \$6,000.00 | \$115,300.00 | \$20,485.50 | \$108,895.50 | (\$14,081.00) | -12.21 % |
| ENTERTAINMENT COMMITTEE TOTAL | | \$124,300.00 | \$1,000.00 | \$125,300.00 | \$25,688.28 | \$114,045.50 | (\$14,433.78) | -11.52 % |
| ENTERTAINMENT COMMITTEE (CONCERT) | | | | | | | | |
| 443570 | County Fair Services | \$0.00 | \$250,000.00 | \$250,000.00 | \$150,000.00 | \$100,000.00 | \$0.00 | 0.00 % |
| ENTERTAINMENT COMMITTEE (CONCERT) TOTAL | | \$0.00 | \$250,000.00 | \$250,000.00 | \$150,000.00 | \$100,000.00 | \$0.00 | 0.00 % |
| RODEO COMMITTEE | | | | | | | | |
| 433400 | Operating Supplies | \$6,500.00 | \$1,000.00 | \$7,500.00 | \$1,419.77 | \$0.00 | \$6,080.23 | 81.07 % |
| 443570 | County Fair Services | \$35,500.00 | \$122,500.00 | \$158,000.00 | \$928.00 | \$145,283.70 | \$11,788.30 | 7.46 % |
| 444300 | Equipment Rental | \$21,500.00 | (\$21,500.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #DIV/0! % |

**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 | |
|---------------------------------------------------------------|--------------------------|-------------------------|---------------------|-------------------------|-----------------------|-----------------------|-----------------------|---------------|----------|
| 445300 | Travel Expense (445300) | \$2,500.00 | (\$2,000.00) | \$500.00 | \$0.00 | \$535.50 | (\$35.50) | -7.10 | % |
| 447400 | Judges | \$2,900.00 | \$1,600.00 | \$4,500.00 | \$0.00 | \$6,000.00 | (\$1,500.00) | -33.33 | % |
| 447850 | Fair Awards (447850) | \$87,700.00 | \$48,300.00 | \$136,000.00 | \$0.00 | \$191,000.00 | (\$55,000.00) | -40.44 | % |
| RODEO COMMITTEE TOTAL | | \$156,600.00 | \$149,900.00 | \$306,500.00 | \$2,347.77 | \$342,819.20 | (\$38,666.97) | -12.62 | % |
| RODEO - HOSPITALITY | | | | | | | | | |
| 433400 | Operating Supplies | \$0.00 | \$500.00 | \$500.00 | \$1,948.02 | \$5,800.00 | (\$7,248.02) | -1449.60 | % |
| 444300 | Equipment Rental | \$0.00 | \$4,500.00 | \$4,500.00 | \$4,040.00 | \$0.00 | \$460.00 | 10.22 | % |
| 445500 | Catered Meal Services | \$2,650.00 | \$6,350.00 | \$9,000.00 | \$0.00 | \$5,900.00 | \$3,100.00 | 34.44 | % |
| RODEO - HOSPITALITY TOTAL | | \$2,650.00 | \$11,350.00 | \$14,000.00 | \$5,988.02 | \$11,700.00 | (\$3,688.02) | -26.34 | % |
| GUEST SERVICES COMMITTEE | | | | | | | | | |
| 433400 | Operating Supplies | \$2,000.00 | \$4,000.00 | \$6,000.00 | \$223.32 | \$4,000.00 | \$1,776.68 | 29.61 | % |
| 433500 | Uniforms | \$3,500.00 | \$5,000.00 | \$8,500.00 | \$1,948.02 | \$5,800.00 | \$751.98 | 8.85 | % |
| 443570 | County Fair Services | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$550.00 | \$450.00 | 45.00 | % |
| GUEST SERVICES COMMITTEE TOTAL | | \$6,500.00 | \$9,000.00 | \$15,500.00 | \$2,171.34 | \$10,350.00 | \$2,978.66 | 19.22 | % |
| LIVESTOCK SALE COMMITTEE | | | | | | | | | |
| 433400 | Operating Supplies | \$7,000.00 | \$1,300.00 | \$8,300.00 | \$3,857.20 | \$2,600.00 | \$1,842.80 | 22.20 | % |
| 440100 | Printing/Copying/Reports | \$1,000.00 | \$2,000.00 | \$3,000.00 | \$0.00 | \$4,500.00 | (\$1,500.00) | -50.00 | % |
| 443570 | County Fair Services | \$5,000.00 | \$0.00 | \$5,000.00 | \$625.00 | \$6,500.00 | (\$2,125.00) | -42.50 | % |
| 444300 | Equipment Rental | \$9,800.00 | (\$4,800.00) | \$5,000.00 | \$4,990.00 | \$0.00 | \$10.00 | 0.20 | % |
| 445500 | Catered Meal Services | \$9,000.00 | \$0.00 | \$9,000.00 | \$0.00 | \$9,073.56 | (\$73.56) | -0.82 | % |
| LIVESTOCK SALE COMMITTEE TOTAL | | \$31,800.00 | (\$1,500.00) | \$30,300.00 | \$9,472.20 | \$22,673.56 | (\$1,845.76) | -6.09 | % |
| SHOW MANAGEMENT COMMITTEE | | | | | | | | | |
| 433400 | Operating Supplies | \$7,000.00 | (\$1,500.00) | \$5,500.00 | \$1,222.57 | \$1,377.79 | \$2,899.64 | 52.72 | % |
| 443570 | County Fair Services | \$15,250.00 | \$0.00 | \$15,250.00 | \$625.00 | \$17,400.00 | (\$2,775.00) | -18.20 | % |
| 445500 | Catered Meal Services | \$2,500.00 | \$0.00 | \$2,500.00 | \$32.97 | \$3,350.00 | (\$882.97) | -35.32 | % |
| 447400 | Judges | \$15,000.00 | \$0.00 | \$15,000.00 | \$0.00 | \$16,800.00 | (\$1,800.00) | -12.00 | % |
| SHOW MANAGEMENT COMMITTEE TOTAL | | \$39,750.00 | (\$1,500.00) | \$38,250.00 | \$1,880.54 | \$38,927.79 | (\$2,558.33) | -6.69 | % |
| REVENUE | | (\$1,002,900.00) | \$0.00 | (\$1,002,900.00) | (\$241,559.20) | \$0.00 | (\$761,340.80) | 75.91 | % |
| FIXED CHARGES (Personnel) | | \$193,911.00 | \$1,030.00 | \$194,941.00 | \$48,681.92 | \$132,161.58 | \$14,097.50 | 7.23 | % |
| OPERATING BUDGET | | \$696,720.00 | \$450,000.00 | \$1,146,720.00 | \$273,775.80 | \$893,814.53 | (\$20,870.33) | -1.82 | % |
| TOTAL PERSONNEL/OPERATIONS | | \$890,631.00 | \$451,030.00 | \$1,341,661.00 | \$322,457.72 | \$1,025,976.11 | (\$6,772.83) | -0.50 | % |
| GRAND TOTAL FOR 55250 (PERSONNEL+OPERATIONS - REVENUE) | | \$890,631.00 | \$451,030.00 | \$1,341,661.00 | \$322,457.72 | \$1,025,976.11 | \$754,567.97 | 56.24 | % |

First weekend



Old West Town

Black Hills
Energy Trailer

Friday only

power 120

Pedal Tractor pull
20x45

Leap of
Faith 10x20

Face painter
and balloon
artist/ Hair
Tinsel

marketplace
entrance

Corn Maze
45x40

power 120

Info
booth

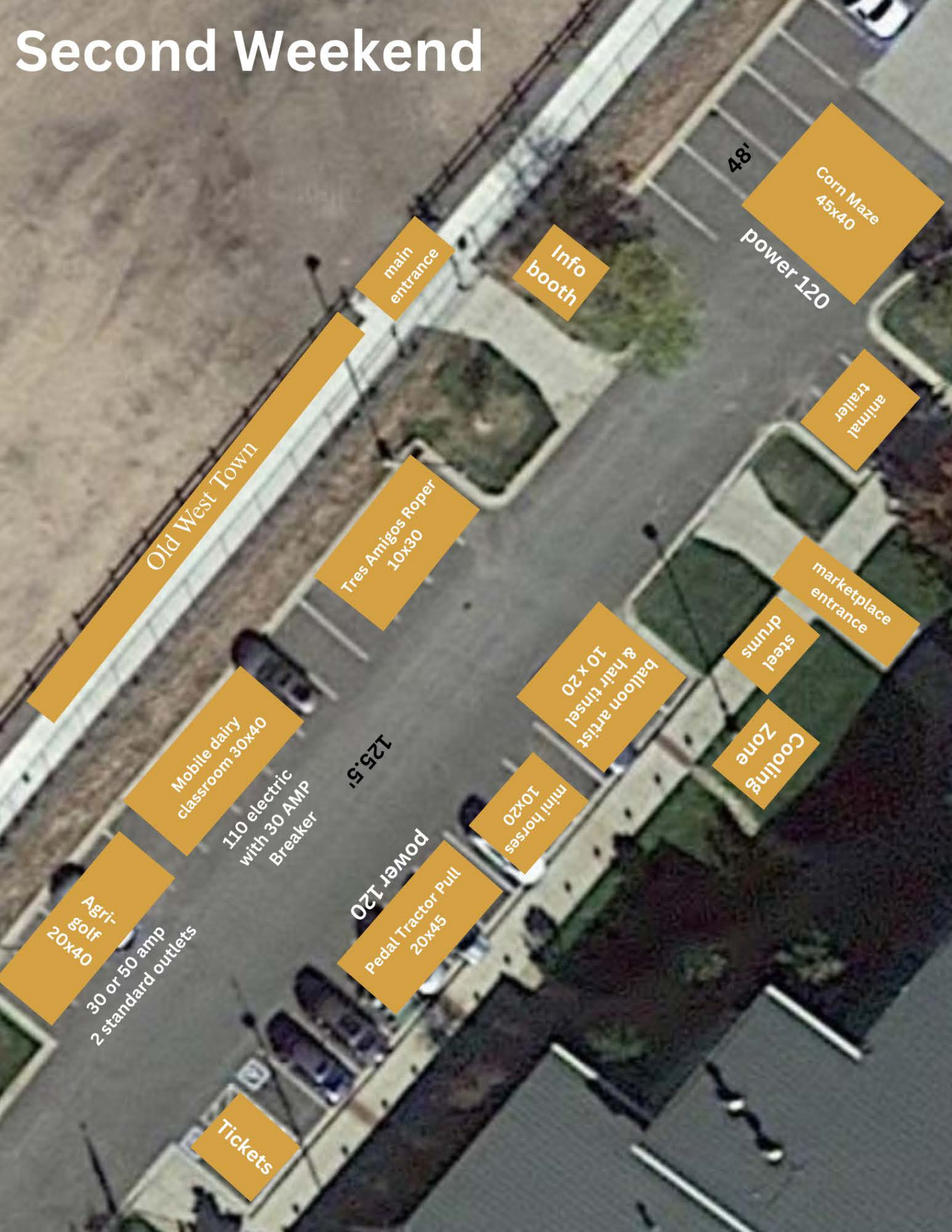
main
entrance

Roping dummies
and tractors

Tickets

TRUCK
20'

Second Weekend







10 Ft Spacing
between all
vendors

Grandstands

167 feet

41 feet

56 feet

Kirk Hall
Building K

round

Operating Hours:

First Weekend:
Friday- 4:00-10:30 pm
Sat-11:00 am-10:30 pm
Sun- 11:00 am-9:30 pm

Second Weekend:
Wed- 3:00-9:30 pm
Thurs- 3:00-10:30 pm
Friday- 11:00-10:30 pm
Sat- 11:00 am-10:30 pm
Sun- 10:00 am-6:00 pm

Fury
Activation

BAR 10x40'

30 amp

CO Berliner
Haus 22.5'

Dops Sweet Spot
20'

Lemonade
no power

Granny
20'
50 amp

Aspen
Smoker 20'
two 20 amps

Highway 30'
30 amp and 120
amp for freezer

Tabasco 20'
50 amp

Knights
36'
220 amp

Bebos
Mini
Donuts
10'
220 amp

Mother
Cluckers
27'
50 amp

BAR 10x
20'

Wood Hill
BBQ 30'
50 amp

Knights

Coffee
no power

Kettle Corn
12
no power

Cooling
Zone

2025 Douglas County Fair & Rodeo



P PAVILION
Livestock Sale
Buyers' Dinner Tent
Knights Snack Stand

W WARM-UP ARENA
Blindman Tractor Pull
Goat Roping
Stickhorse

O OUTDOOR ARENA
Concert
Rodeos

I INDOOR ARENA
Accessible Rodeo
Barn Dance
Horse & Dog Shows
Hospitality Tent (West End)
JSM Tent (Southside)
Mutton Bustin Registration (Ticket Window)

K KIRK HALL
Discovery Ranch
Knights in Kitchen

E EVENT CENTER
Ag Flori
Creative Arts Open Class Marketplace

M MAIN ENTRANCE & KIDS CORRAL
Pedal Tractor Pull
Corn Maze
Face Painting
Balloon Artist
Hair Tinsel
Mini Highland Cows (1st weekend only)

2nd weekend only
Mobile Dairy Classroom
Agri-Golf
Tres Amigos Roping

G GRANDSTANDS/KIRK HALL
Bar
Aspen Concessions
Bebos Mini Donuts
Bellare Inc
Colorado Berliner Haus
DOPS Sweet Spot
Flavor of Tabasco
Granny's Pantry
JLK Kettle Corn
Knights of Columbus
Mother Clucker Wings
The Coffee Bus
Woodhill BBQ
Knights (Trailer Grandstands, Kirk Hall, Snack Shack)

- Restrooms
- Info Booth w/ First Aid
- ATM
- Tickets
- First Aid
- Alcohol Sales
- Playground



SCHEDULE