



May 28, 2024

Project Check-In Procedure

In order to provide a smooth process during project check-in, please complete the following steps:

1. After completing Fair Entry, you will pick up your exhibit tag(s) from the Extension Office and place them appropriately on your project(s). Exhibit tags may be picked up the week of July 1st-8th. See the enclosed page or the 4-H Info Book (pages 91-92) for information about proper exhibit tag placement.
2. Enter the 4-H Building Lobby with your projects in hand (unless they are large or you need to make multiple trips) and go straight to the FairEntry Check-In table.
3. Once you reach the FairEntry Check In table, you will show your project completion card to the person that checks you in. **You *MUST* have your project completion card with you at check-in!**
4. You will then proceed to your appropriate project check-in table(s) in the 4-H Building and/or Exhibit Hall with your project(s) and project completion card. You must show your completion card for each project you check-in.
5. Your project may be judged as soon as you check-in OR you may be asked to sign-up on the judging waiting list if the judge is already working with a 4-H member. If there is a long waiting list, you may check-in other projects in the meantime.
6. After talking with the judge, he/she may tell you what ribbon you received. They WILL NOT tell you if you placed Champion or above. You must come back to the fair to find out.
7. Once your project has been judged, you will leave your project there, take your project completion card, and go to the next project judging table if you have other projects.
8. If you are exhibiting livestock, please make sure you either keep you project completion card after checking in all of your building projects OR take a picture of your project completion card to show adult volunteers as you check-in.



Project Check-Out Procedure

In order to provide a smooth process during project check-out, please complete the following steps:

1. Plan to pick up your projects on Wednesday, July 17th from 11:00 am – 1:00 pm from the 4-H Building Lobby.
2. Please start in the 4-H Building Lobby to pick up your scorecard and ribbon packet and then proceed to pick up your projects.
3. In an effort to protect projects, you will be asked to pick up all projects in the area where they were displayed either in the 4-H Building and/or Exhibit Hall. Those with projects displayed in the Arena will need to pick up crops and take home display buckets.
4. If you have project(s) that were “Selected for State Fair”, please stop in the Extension Office to pick up your Indiana State Fair packet and check-in those project(s) with the Extension Office staff.
5. If you are unable to pick up your projects, please make other arrangements for them to be picked up. If you are sending someone on behalf of the 4-H family to pick up the project(s), please send them with a list of what projects need to be picked up.
6. You will **NOT** be able to check out your projects early. NO EXCEPTIONS!!!
7. Projects not picked up will be discarded.