



Auction Participants “To Do” List

Items to Complete by Fair

1. Attend one Guidelines Meeting (scheduled for January 9, February 1, and February 15).
2. At Guidelines Meeting, sign up for a committee: Publicity, Food, Set Up, Registration, Load Out, Beef Weigh-In, Sheep & Swine Weigh-In, Take Down, Bid Runners, or Building & Grounds.
3. Beef Weigh-In (scheduled for March 20 from 9 – 11 a.m. at the Jason Gilson farm).
4. Attend one Educational Meeting (check the Extension Educator for meeting dates).
5. BEEF, SHEEP, and SWINE exhibitors: Attend one MAQA meeting (January 9 or February 1).
6. Complete Buyer’s List form (complete on-line by April 24).
7. Swine & Sheep Weigh-In (scheduled for May 1 from 9 a.m. – 12 p.m. at the Jason Gilson farm).
8. Complete your Fair entries and participate in showmanship (Fair entry deadline is June 15; your club may have an earlier deadline).
9. Letter of Understanding-Dairy (due by noon on Thursday of Fair week).
10. Letter of Understanding – Market Animals (due by noon on Thursday of Fair week).
11. “Green Sheet” – Auction Animal entry form completed at fair after you know which animal is in the sale.
12. Attend county fair judging contest and auction mandatory meeting (held Wednesday evening of Fair week).

To register for a Guidelines Meeting, an Educational Meeting, and MAQA meeting, please contact the 4-H Office at dechamps_ka@co.brown.wi.us or 920-391-4654.

Auction Forms Information

Auction forms will be available on the Brown County UW-Extension website. To access the forms you need, please log on to www.browncountyextension.org and click on 4-H. It is your responsibility to print and submit your forms as directed.

- Buyers’ List – this form is completed and submitted on-line
- Letter of Understanding – Dairy
- Letter of Understanding – Market Animal
- Scholarship form – due August 1 to the 4-H Extension Office
- Project Summary – due 30 days after Fair

