

## Livestock Sale Checklist

*A guide for members and their families.*

### **Dec**

- \_\_\_\_\_ Beef weigh-in
- \_\_\_\_\_ Review the handbook with your parents, sign and turn in form with papers at weigh-in

### **April/May**

- \_\_\_\_\_ Swine Tag pick-up
- \_\_\_\_\_ Sheep/Goats weigh-in
- \_\_\_\_\_ Rabbit and poultry letter of intent due
- \_\_\_\_\_ Review the handbook with your parents, sign and turn in form with papers at weigh-in
- \_\_\_\_\_ Make sure to have after fair slaughter plan for market animals \*\*\*especially swine\*\*\*

### **June/July/August**

- \_\_\_\_\_ Attend YQCA Training or take on-line class.
- \_\_\_\_\_ Check Scrapies tags for Sheep and Goats
- \_\_\_\_\_ Let Sale committee know if there are tags that were lost on your market animals
- \_\_\_\_\_ Attend educational workshops – Need 3 educational credits
- \_\_\_\_\_ Sign up for Showmanship and Judging classes – **Fair Entry due July 1st**
- \_\_\_\_\_ Turn in Fair Form with Premise ID listed on it – **Fair Entry due July 1st**
- \_\_\_\_\_ Set up Vet check for animals if needed

### **1-2 Weeks before fair**

- \_\_\_\_\_ Small animal exhibitors should email to Livestock secretary updates as to what animals you are actually intend to bring to the fair
- \_\_\_\_\_ Help at Fair Clean up – Watch for date to be announced
- \_\_\_\_\_ Attend Mandatory Sale Meeting to be held at Fair Clean-up - Date and Time to be posted
- \_\_\_\_\_ Send out letters to buyers
- \_\_\_\_\_ Personally deliver at least 2 buyer letters and get signatures
- \_\_\_\_\_ Swine Exhibitors get vet health papers
- \_\_\_\_\_ Breeding Poultry need to be blood tested, if you are showing these also, get them tested
- \_\_\_\_\_ Review handbook and rules
- \_\_\_\_\_ Sheep exhibitors should plan for correct wool length – Market lambs need to be sheared
- \_\_\_\_\_ Prepare your decorations for a nice display of your animals

### **Fair Week**

#### **Day before weigh in**

- \_\_\_\_\_ Make sure paper work is in order and in truck (Great to have a livestock folder for this)
- \_\_\_\_\_ **Educational credit pages – need 3**
- \_\_\_\_\_ **YQCA certificate – youth are the only ones that can access account**
- \_\_\_\_\_ **5 buyer contacts and addresses**
- \_\_\_\_\_ **2 buyer contact signatures**
- \_\_\_\_\_ **Health Papers (swine and poultry)**
- \_\_\_\_\_ **Drug Forms – 1 form for each animal/species**
- \_\_\_\_\_ **Small animal/poultry birth/hatch/purchase records**

### **Tuesday of Fair – Subject to change by Fairboard**

- \_\_\_\_\_ Poultry and Rabbits are brought to fairgrounds – must have health papers for poultry
- \_\_\_\_\_ Poultry health papers needed, must be check in by fair official
- \_\_\_\_\_ Weigh-in for Poultry and Rabbits market animals only

### Wednesday of Fair – Subject to change by Fairboard

- \_\_\_\_\_ 9:00am Rabbit & Poultry shows start per Fair schedule– participate in showmanship classes
- \_\_\_\_\_ **Turn in consignment cards for Poultry and Rabbit animals prior to leaving the fairgrounds – this includes cards for animals not selling.**

### Weigh -in day for large animals (Thursday)

- \_\_\_\_\_ Show up to help weigh-in, your friends will appreciate your help
- \_\_\_\_\_ Provide paper work (see above)

### Show days

- \_\_\_\_\_ Participate in showmanship and judging classes
- \_\_\_\_\_ Get picture taken with animal for auction buyer thank you cards (Thursday is OK, the sooner the better)
- \_\_\_\_\_ Help set up and take down show rings
- \_\_\_\_\_ Clean up your area & community areas (scale area, walkways, outside) need to keep clean

### Thursday

- \_\_\_\_\_ Participate in swine show
- \_\_\_\_\_ Turn in consignment forms for swine animals **prior to leaving the fairgrounds**

### Friday

- \_\_\_\_\_ Turn in consignment forms for sale animals and your animals not selling ASAP as you complete your shows on Friday, **Failure to do so will not have your information in sale book and your sale's commission will be doubled and you will sell first**
- \_\_\_\_\_ **Review sale catalog for corrections** once it is posted
- \_\_\_\_\_ Check the Livestock White Board for information & updates
- \_\_\_\_\_ Evening or Sat AM get picture thank yous signed and glued

### Saturday **Auction starts at 3pm in 2023**

- \_\_\_\_\_ Livestock Judging - watch for times to be posted
- \_\_\_\_\_ Set up auction ring and clerking area after morning shows are done in show ring.
- \_\_\_\_\_ Help with running, moving animals, etc.
- \_\_\_\_\_ After auction, put up buyer purchase cards
- \_\_\_\_\_ Let sale committee know where your animal is going – home or slaughter house
- \_\_\_\_\_ **\*\*All market animals need to be on a list**
- \_\_\_\_\_ Check load out information to see when your animal is departing

### Sunday

- \_\_\_\_\_ Load your animal on the correct truck (if unavailable speak with your species chair to make arrangements)
- \_\_\_\_\_ **Clean out stall and area after 4PM – even if your animal is already gone. \*This is a Fairboard condition of early release. Leaving the bedding in place reduces the ammonia smells.**

### After Fair

- \_\_\_\_\_ **Send out thank you cards to:**
  - \_\_\_\_\_ **Bidders** \_\_\_\_\_ **Buyers**
  - \_\_\_\_\_ **Award sponsors** \_\_\_\_\_ **Auction Service**
  - \_\_\_\_\_ **Other – anyone that helped you!**