

Premium Grand Summary Report Checklist

REPORT DUE: OCTOBER 15

(Fair & Expo's – due December 31 or sooner if available)

Please submit your Premium Grand Summary Reports and receipts in the following manner:

1. Submit in some type of folder (i.e.; accordion) A-Z by Department.
2. When including Declaration of Intention (DEC), Judges' Form, or other forms, please place it in the front of the packet.

Grand Summary Report in the suggested order:

1. Signed Premium Grand Summary Report.
2. Index of Exhibitors- by Department in Department order (not by exhibitor--very important) reflecting departmental totals – A NECESSITY.
3. Check/Pre-Check Report (utilize this report as format in obtaining winning exhibitor signatures to remain consistent).
4. Ribbon & trophy receipts (if applicable).
5. 1 Premium Fair Book.

Non-Martech Users: Submit reports in similar/like order as Martech Users.

Dept. S & T Form: Form can be found @ www.agr.state.il.us/Forms or on the Recap CD.

Include with this form:

- 1 Set of Marked Programs;
- Dept. S Index of Exhibitors
- Including signatures & running Department Total(s).

Dept. Q & Z Forms: Forms can be found @ www.agr.state.il.us/Forms or on the Recap CD.