

- See the member/director listed with the task if you have questions or would like to help with completing a task
- If you do something not listed please write it in; especially if you need help

S.C.R.A.P. Show Checklist

Month Before the Show

- Refresh Parking Lot guide lines (Martha Winters, Lee Havens)
- Get Temp. Campground Permit from health department (Jim Reed)
- Move gravity box sign (Pat Perry)
- Check Proof copies of Show book (all directors)
- Plant & tend flowers @ main entrance (John Miller & Crew)
- Get Gibsonburg parade permit and verify route with police and businesses (John Miller)
- Get mosquito spray permit
- Get Fremont Parade permit (Jack Smith)
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Week Before the Show

- Tractor Parking Script (Martha Winters, Lee Havens)
- Auction direction signs (Martha Winters, Lee Havens)
- Print maps for porta-jons (Martha Winters)
- Paint flea market pins (Dick Wasserman)
- Check out red barn (Dick Wasserman)
- Start marking campground (Nancy Campbell & Kira)
- Clean Registration Bldg, Stock shelves, post hours of operation (Denny Binkley)
- Check with Bank for Night deposit bags and key (Jim Reed)
- Get bill wrappers, Make list of what denomination of bills for start-up and label start-up bags (Jim Reed)
- Mow flea market area (Pat Perry)
- Tend to flowers at entrance and registration building (John Miller & Crew)
- Gray barn food vendor in place (Mike Kiser) phone number (419-307-1556)
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Week of the Show

Monday

- Parade from Fair grounds
- Mow flea market and campsites starting around 9 (Dick Wasserman)
- Lay out flea market (Dick Wasserman & Crew)
- Mow tractor script and paint (Dick Wasserman & Crew)
- Finish numbering and marking campsites (Nancy Campbell & Kira)
- Check membership wallet cards, drivers sign liability release (Denny Binkley)
- Put start-up money in safe after parade (Jim Reed)
- Set up office in gray barn for show (Jim Reed)
- Contact money counters for help during the show (Jim Reed)
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Tuesday

- Label & attach fire extinguishers to director golf carts (Mike Kiser)
- Get Golf Cart & Radios - Directors
- Put out orange cones for camper line up (Martha Winters)
- Flag out porta-jon locations (Martha Winters)
- Pick up post driver and Joe's air compressor from Fremont (Martha Winters, Lee Havens)
- Finish flea market layout (Dick Wasserman)
- Move things out of N end of Red barn (Dick Wasserman)
- Clean flea market area (Dick Wasserman)
- Hang signs in front of red barn (Dick Wasserman)
- Get trash barrels out (Nancy Campbell & Kira)
- Last minute Vender registration (Pat Perry)
- Finalize Vender layout and give Wasserman (Pat Perry)
- Set up Feature Tractor tent by afternoon (Bob Kline)
- Put up dog-bag stations (John Miller)
- Screw together barricades (John Miller)
- Set up electrical post/water for vendors (Mike Kiser & Elwood Dick)
phone number (419-307-1556)
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Wednesday

Anytime/All Day

- Mow- pull track, trash compactor, action registration area (Dick Wasserman & Crew)
- Set up Flea Market Registration- Canopy & 2 picnic tables (Dick Wasserman & Crew)
- Help with Flea Market Venders (Pat Perry, Dick Wasserman)
- Review Membership Registration with crew & set crew schedule (Denny Binkley)
- Be available for early flea market vender check in (Pat Perry)
- Set up entertainment tent by afternoon (Bob Kline)
- Put up Road signs around county (John Miller & Crew)
- Food Vendor set up (Mike Kiser) phone number (419-307-1556)
- Finish Flee Market by 3:30 (Pat Perry)

Morning

- Drive posts with JD (Lee Havens & Jack Gibbs, other)
 - parking lot posts and signs
 - Set antique truck
- Put up parking lot signs (Martha Winters, Knepper & Crew)
- Put up road signs (Martha Winters, Knepper & Crew)
- Set up motorcycle parking w/ kick stand blocks (Martha & Crew)
- Get out benches and trash barrels (Dick Wasserman Crew)
- Get benches out (Nancy?)
- Mow campsites as needed (John Miller & Crew)
- Move yellow Stultz tractor & hay rake out of gray barn (Elwood)

Afternoon

- Move picnic tables to front of red barn (Lee Havens)
- Move belchers to for tractor pull and red barn (Lee Havens)
- Put out bulletin boards
- Set up tables and chairs in Red barn (Dick Wasserman Crew)
- Start Parking campers (Nancy, Kira & Marcia Miller)
- Open membership building (Denny Binkley)
- Clean up barn alley way for craft and vendor set up (Pat Perry)
- Set up signs & red barn flea market (Pat Perry)
- Set up Entertainment tent, stage - level, carpet, lights and speakers (Bob Kline)
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Evening

- Clean S end of Red barn & hang plastic for quilt display (Pat Perry & Wasserman Crew)
- Park Campers (Nancy, Kira, Marcia)
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Thursday

Anytime/All Day

- Golf Cart Ferry
- Post maps and schedules in bulletin boards
- Set up tripod directional signs (Dick Wasserman Crew)
- Barricade CR 60 & CR 65 (Dick Wasserman Crew)
- Park Campers (Nancy, Kira, Marcia)
- Register members & exhibitors (Denny Binkley)
- Assist Vendors in set up and orientation and monitor flea market (Pat Perry)
- Line up Tractors (John Miller & Crew, Dave R.)
- Threshers set up
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Morning

- Bring orange camping cones in (Martha Winters)
- Install sideboards on trash pickup trailer (Dick Wasserman Crew)
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Afternoon

- Drive flea market posts after they set up (Lee Havens & other)
- Take Post driver back to Fremont (Lee Havens)
- Hang Quilts (Dick Wasserman Crew)
- Drive T-posts and caution tape -Flea market and trash compactor (Dick Wasserman Crew)
- Set up ticket sales/golf cart registration canopy & 2 picnic tables CR 60 (Dick Wasserman Crew)
- Set out flea market signs & benches (Dick Wasserman Crew)
- Check that entertainment chairs are set up and FFA benches are placed (Bob Kline)
- Set up lanes at entrance (Elwood)
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Evening

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During the Show

Friday

Anytime/All Day

- Take Tickets
- Golf Cart ferry
- Drive Shuttle (Larry LaVoy)
- Patrol flea market: enforce rules, customer purchase assistance, garbage control, etc. (Dick Wasserman, Pat Perry)
- Register members & exhibitors (Denny Binkley)
- Assist Vendors in set up and orientation and monitor flea market (Pat Perry)
- Monitor Entertainment tent and pay performers (Bob Kline)
- Dust control tractor driver (anyone)
- Shirt/Hat sales
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Morning

- Prepare tractor pull track (Elwood)
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Afternoon

- Clean out gray barn (Dick Wasserman)
- Sell memberships at tractor pull track (Denny Binkley)
- Evaluate show grounds as a whole (Pat Perry)
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Evening

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Saturday

Anytime/All Day

- Golf Cart Ferry
- Drive Shuttle (Larry LaVoy)
- Patrol flea market: enforce rules, customer purchase assistance, garbage control, etc. (Dick Wasserman, Pat Perry)
- Clean Restrooms>Showers
- Register members & exhibitors (Denny Binkley)
- Monitor Entertainment tent and (Bob Kline)
- Dust control tractor driver (anyone)
- Shirt/Hat sales
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Morning

- Clean & Prep gray barn for Feature Tractor Banquet & Sunday night DJ (Nancy Campbell & help)
- Sell memberships at tractor pull track (Denny Binkley)
- Check in with Red Barn Vendors (Pat Perry)
- Prepare tractor pull track (Elwood)
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Afternoon

- Start taking flea Market vendor registration for next year (Pat Perry)
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Evening

- Check ticket sales and get gate admission (Jim Reed)
- Check-in with all vendors regarding registration for next year's show (Pat Perry)

Sunday

Anytime/All Day

- Golf Cart Ferry
- Drive Shuttle (Larry LaVoy)
- Patrol flea market (Dick Wasserman)
- Clean bathroom/showers
- Monitor Entertainment tent and pay performers (Bob Kline)
- Dust control tractor driver (Elwood)
- Shirt/Hat sales
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Morning

- Open Membership bldg. (Denny Binkley)
- Check Membership cards at pull track (Denny Binkley)
- Register flea market vendors for next year's show (Pat Perry)
- Verify police availability for the parade (John Miller)
- Prepare tractor pull track (Elwood)
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Afternoon

- Assist flea market vendors with tear down and loading (Pat Perry)
- Line up for parade downtown (John Miller)
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Evening

- Set up trailer signs for auction (Martha Winters)
- Get enclosed trailer for chairs to the entertainment tent for reload tomorrow (Bob Kline)
- Powder puff & kids tractor Pull (John Miller)
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Monday

Anytime/All Day

- Golf Cart Ferry
- Drive Shuttle (Larry LaVoy)
- Patrol flea market (Dick Wasserman)
- Monitor Entertainment tent and pay performers (Bob Kline)
- Dust control tractor driver (anyone)
- Shirt/Hat sales
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Morning

- Open Membership bldg. (Denny Binkley)
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Afternoon

- Take down parking lot signs & posts (Lee Havens & Martha Winters)
- Take down flea market signs and posts (Lee Havens & Martha Winters)
- Put trash barrels away (Nancy Campbell)
- Put benches away
- Load entertainment chairs in trailer (Bob Kline)
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Evening

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After the Show

- Pull remaining posts (Lee Havens & Martha Winters)
- Put picnic tables back (Lee Havens & Martha Winters)
- Put bleachers back (Lee Havens & Martha Winters)
- Pick up barrels (Nancy Campbell & Help)
- Pick up benches (Nancy Campbell & Help)
- Alphabetize printed membership cards, prepare mailing list (Denny Binkley)
- Start preparing newsletter (Denny Binkley)
- Prepare next years membership cards (wallet) for sale at Christmas dinner (Denny Binkley)
- Put entertainment stage away (Bob Kline)
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