

Fair Manager, Todd Thomas  
ThomasT@LoganCountyCo.gov



Fair Assistant, Amber St. Clair-Kapteyn  
St.Clair-Kapteyna@LoganCountyCo.gov

315 Main Street | Sterling, CO 80751

970.522.0888 x 222 | LCFair.org

## 2019 Ticket Sales - Box Office

Box Office staff will be selling event tickets and providing information to the public. This position requires 4 people (16 years of age or older) minimum per shift (including one adult if students will be performing job duties). Each shift should show up 15 minutes prior to the start of their shift

**The following are the date and times:**

*(See attached Volunteer Scheduling Chart)*

- Friday, August 2 – 12 p.m. to 3 p.m. / 3 p.m. to 6 p.m. / 6 p.m. to 10:30 p.m.
- Monday, August 5 – 10 a.m. to 1 p.m. / 1 p.m. to 4 p.m. / 4 p.m. to 7 p.m.
- Tuesday, August 6 – 10 a.m. to 1 p.m. / 1 p.m. to 4 p.m. / 4 p.m. to 7 p.m. / 7 p.m. to 10:30 p.m.
- Wednesday, August 7 – 10 a.m. to 1 p.m. / 1 p.m. to 4 p.m. / 4 p.m. to 7 p.m. / 7 p.m. to 10:30 p.m.
- Thursday, August 8 – 10 a.m. to 1 p.m. / 1 p.m. to 4 p.m. / 4 p.m. to 7 p.m. / 7 p.m. to 10:30 p.m.
- Friday, August 9 – 10 a.m. to 1 p.m. / 1 p.m. to 4 p.m. / 4 p.m. to 7 p.m. / 7 p.m. to 10:30 p.m.
- Saturday, August 10 – 10 a.m. to 1 p.m. / 1 p.m. to 4 p.m. / 4 p.m. to 7 p.m. / 7 p.m. to 10:30 p.m.
- Sunday, August 11 – 12 p.m. to 3 p.m. / 3 p.m. to 6 p.m. / 6 p.m. to 10:30 p.m.

This job will require prior training that will be done in July at a time to be arranged with the awarded organization.

By July 19, the supervisor for the group will complete and provide a copy of the sign up sheet to the Fair Coordinator. Sign up sheet and guidelines will be provided to Proposer upon acceptance of proposal.

Specifications will be met or payment will be withheld.

Submit your proposal to the Logan County Fair Board by 5 p.m. on March 29, 2019. All proposals should be submitted in a sealed envelope and marked with "Ticket Sales - Box Office". The Fair Board will be opening the proposals on April 11, at the Fair Board meeting. Notification will be April 19, after the Commissioners have approved the proposal. Supporting paperwork should include name of organization, address, supervising agent, telephone number and proposed amount, and if required proof of insurance.

The Board of Commissioners reserve the right to reject any or all bids and to accept the proposal deemed to be in the best interest of Logan County.

This proposal is submitted to the Commissioners for Logan County for the bid of \$ \_\_\_\_\_

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Telephone Number at Fair Time (cell phone )

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number