

## **Seller Checklist 2023**

- Deliver Invitations to potential buyers, collect a business card from these businesses/persons and send a picture to [ccfmarketsale@gmail.com](mailto:ccfmarketsale@gmail.com) by July 11, 2023.
- Complete Quality Assurance
- Processing will be arranged for by the Market Sale Committee at designated processors for sale animals ONLY. Transportation will be provided to these processors following the sale. Processing at any other than the designated processors must be arranged for by the buyer. Transportation will be up to the buyer and seller to negotiate. We are working on transportation to processors for animals attending the Wyoming State Fair (WSF).
- Be sure to complete your fair entries. You must participate in showmanship of the species you are selling.
- Attend Mandatory Barn Meeting to be held at 2 PM on July 18th, 2023 in the Show Center
- Notify Kelsey Stephens (Fair Staff Member) which animal you are selling by 2 PM Thursday July 20, 2023 and declare any plans to show at the WSF.
- Email biography for sale to: [ccfmarketsale@gmail.com](mailto:ccfmarketsale@gmail.com) by 2 PM Thursday July 20, 2023.
- Each family should provide a dozen homemade cookies to share for the sale dinner dessert table.
- SET UP is at 11:00 AM on sale day, THIS IS REQUIRED, barn superintendents for the species you are selling will be taking role. BE THERE OR BE SQUARE AND PITCH IN!!! PARENTS AND EDUCATORS NEED TO BE HELPING KEEP KIDS ON TASK. SENIOR MEMBERS should be setting an example for the little kids NOT vice versa!!! Gather at the sale ring/area ready to work. We will need help with set up and sale preparations (setting up the ring, cleaning bleachers, cleaning up the barn for our guests, setting up champions row, setting up tables etc.). Many hands make light work!
- Immediately following the sale of your animal, please go to the Thank You table to pick up your thank you and deliver it to your buyer. Ask the buyer at that time which processor they would like to use and make arrangements for animal delivery. Parents, we need your help here!!!
- If you are planning to go to the State Fair with your animal, please see the brand inspector for a transportation paper after the sale.