



# PREMIUM GRAND SUMMARY REPORT CHECKLIST

**REPORT DUE: OCTOBER 15**

(Fair & Expos – due December 31)  
TO: IDOA, COUNTY FAIR OFFICE  
P.O. BOX 19281  
SPRINGFIELD, IL 62794-9281

ALL FAIRS MUST WRITE ALL PREMIUM CHECKS TO BE ELIGIBLE FOR REIMBURSEMENT  
(unless approved otherwise by County Fair Office).

## 6 STEPS:

**Premium Grand Summary Report Submission as follows:**

**1-Please utilize an ACCORDIAN FOLDER (if possible) **

**2-SIGNED PREMIUM GRAND SUMMARY REPORT**   
(Please fill in # of ALL “ANIMALS/ARTICLES ENTERED” and TOTALS for Recap. Book);

**3-1 PREMIUM BOOK;**

**4-RIBBON & TROPHY RECEIPTS (if you wish to claim them);**

**5-EXHIBITOR SIGNATURES (to aid in reducing the amount of paperwork):**

**Submit IN THIS ORDER FOR EXHIBITORS TO SIGN ONLY ONCE:**

### **MARTECH USERS**

1—“PRE-CHECK REPORT BY EXHIBITOR” including Signatures; and

2—“INDEX OF EXHIBITORS BY DEPARTMENT”

(Reflecting departmental totals—**A NECESSITY**).

### **NON-MARTECH & OTHER USERS**

1—“Exhibitor Signature Summary Report”

(such as “PRE-CHECK REPORT BY EXHIBITOR” utilized by MARTECH USERS reflecting Signatures—**A NECESSITY**;

2—Similar “INDEX OF EXHIBITORS BY DEPARTMENT” utilized by MARTECH USERS reflecting Departmental Totals—**A NECESSITY**); or


3—LAST RESORT: CALCULATOR TAPE(S).

Arrange all in Departmental order.

**6-HARNESS RACING (IF APPLICABLE) (MUST submit ALL of the following):**

** EXHIBITOR SIGNATURES & TOTALS**

(Signatures and Totals MUST be submitted by one of the above referenced manners in #'s 5 and 6);

** “Department S & T” form on website:**

[www.agr.state.il.us](http://www.agr.state.il.us), FORMS & APPLICATIONS / COUNTY FAIRS; and

** 1 Set of Marked Programs.**

REIMBURSEMENT WILL FOLLOW MORE QUICKLY IF ORGANIZED IN THIS MANNER. THANK YOU!