Please utilize an ACCORDIAN FOLDER (if possible). More effective auditing and efficient premium reimbursements result if Premium Grand Summary Reports/Receipts are submitted in the following manners:

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, place in front of packet.

Grand Summary Report in the suggested order:

2. 1 Premium Book w/Report (two 10 days prior to your fair w/EFC Form).
3. Index of Exhibitors - by Department in Department order (not by exhibitor—very important) reflecting departmental totals – A NECESSITY.
4. Check/Pre-Check Report (utilize this report as format in obtaining winning exhibitor signatures to remain consistent (attach Certification Statement to this Report).
5. Ribbon & trophy receipts (if applicable).

**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](http://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 & Dept. Z Forms:** (if applicable) Form can be found @ [www.agr.state.il.us/Forms](http://www.agr.state.il.us/Forms) or on the Recap CD