

# Premium Grand Summary Report Instructions

**REPORT DUE: OCTOBER 15**

**Please submit your Premium Grand Summary Reports and receipts in the following manner:**

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 forms, please place it in the front of the packet.

**Grand Summary Report in the suggested order:**

1. Signed Premium Grand Summary Report.
2. Index of Exhibitors- **by Department in Department order** (not by exhibitor-- very important) reflecting departmental totals – **A NECESSITY.**
3. Check/Pre-Check Report **by Department in Department order** (utilize this report as format in obtaining winning exhibitor signatures to remain consistent). – **A NECESSITY.**
4. Ribbon & trophy receipts (if applicable).
5. 1 Premium Fair Book.

**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).

Include with this form:

- 1 Set of Marked Programs;
- Dept. S Index of Exhibitors
- Including signatures & running Department Total(s).

**Dept. Q & Z Forms:** Forms can be found @ [www.agr.state.il.us/Forms](http://www.agr.state.il.us/Forms).