

## County Record Book Judging

CHAIRPERSON(S): \_\_\_\_\_

PHONE/EMAIL: \_\_\_\_\_

### Event Paper Copy Supplies

Hosting Club to request for copies to be made two (2) business days in advance to pick up. If no request is made, master copy will be provided to make copies at alternative location using event budget.



### ITEMS THAT NEED TO BE COMPLETED FOR EVENT

### PERSON/GROUP RESPONSIBLE

2 Months Before		
***Secure location of event; get use agreement, forward on to 4-H YDP Staff to complete.		Hosting Club
Get building opening & closing info and contact numbers for emergencies		Hosting Club
Publicity: <i>In the Clover</i> & Facebook		Facebook- Posting & opt. image due 48 business hours in advance to desired post date/time. <i>In the Clover</i> - Article & opt. image due 15th of month prior to monthly newsletter
Awards - check inventory of pins, ribbons, special awards needed for the event. Order if needed based on Council Budget & I&R Policy		Council President- To delegate to Hosting Club or I&R Committee Chair
Attend Leaders' Council meeting provide update on progress		Hosting Club
1 Month Before		
Coordinate Evaluators - 1 adult volunteer per 5 books evaluated from each club (do not need to be enrolled in 4-H)		Hosting Club
Attend Leaders' Council meeting provide update on progress		Hosting Club
Week of Event		
RB Evaluation Sheets - make enough copies for 3 evaluators per book		Hosting Club
Identify and gather Supplies: Yellow tote, Calculators, Signs, Pencils, Project Signs, Club Name signs - Other? Let 4-H YDP Staff know prior to pick up.		4-H YDP Staff
Print some "Book in Question" forms to have in case they are needed		Hosting Club
Record Book Manuals - bring a few to have in case needed		Hosting Club
Revise agenda for the day		Hosting Club
Print Registration/Club Sign In sheet		Hosting Club
Print Evaluator sign in sheet		Hosting Club
Print Master List of Books		Hosting Club
Print Bronze, Silver, Gold and Platinum Stars worksheets		<b>DONE AT CLUB</b>
Completion Reports collected from clubs		4-H YDP Staff
Pick up refreshments for event		Hosting Club

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### ITEMS THAT NEED TO BE COMPLETED FOR EVENT

### PERSON/GROUP RESPONSIBLE

	Pick up supplies from UCCE Office	Hosting Club
	<b>Day of Event</b>	
	Building check-in	Hosting Club
	Set up	Hosting Club
	Welcome, overview, and orientation	Hosting Club
	Clean up	Hosting Club
	Building check-out	Hosting Club
	<b>Following the Event</b>	
	Submit receipts to Council Treasurer at UCCE Office (within a week)	Hosting Club
	Return supplies to UCCE Office- within a week	Hosting Club
	Attend Leaders' Council Meeting to recap and evaluate event	Hosting Club