

Awards Night

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
Attend Leaders' Council and update on progress	Hosting Club
Publicity: <i>In the Clover</i> & Facebook	<u>Facebook</u> - 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
1 Month Before	
Decide theme and decorations idea	Hosting Club
Create Invitations to awards recipients	Hosting Club
Send Invitations to awards recipients	Hosting Club
Decide food for event- advertise if people need to bring food	Hosting Club
Contact Special Guests (Rotary, community partners, Tehama County Board of Supervisors, guest speakers, etc.)	Hosting Club
Attend Leaders' Council and update on progress	Hosting Club
2 Weeks Before	
Contact MCs for event, confirm attendance (Request County Ambassadors/BLAST, if desired)	Hosting Club
Create programs going with the theme	Hosting Club
Print programs	Hosting Club
Identify and contact photographer for event	Hosting Club
Week of Event	
Create & print sign in sheet for honorees and blank for extra people	Hosting Club

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	Write Commentary for incoming County Ambassadors and BLAST	Hosting Club- Request information from 4-H YDP Staff
	Write brief Emerald Star commentaries	Hosting Club- Request information from 4-H YDP Staff
	Revise Script for the night	Hosting Club, contact 4-H YDP Staff for previous versions
	Gather items needed at event: P/A System, Yellow Tote, extension cords, podium, raffle tickets/can etc. Let 4-H YDP Staff know prior to pick up.	4-H YDP Staff
	Pick up awards and supplies from UCCE Office	Hosting Club
	Day of Event	
	Clerk/Registration orientation	Hosting Club
	Building Check-in	Hosting Club
	Set up (tables, chairs, stage)	Hosting Club
	Theme/Decorations- set up	Hosting Club
	Kitchen/Food- set up	Hosting Club
	MC's- give them script and have them rehearse	Hosting Club
	Organize door prize raffle table	Hosting Club
	Someone in charge of door prize raffle (drawing names, handing out items, handing out tickets, etc.)	Hosting Club
		Hosting Club
	Clean up	Hosting Club
	Check-out of building	Hosting Club
	Following the Event	
	Submit receipts to Council Treasurer at UCCE Office (within a week)	Hosting Club
	Return awards and supplies to UCCE Office (within a week)	Hosting Club
	Attend Leaders' Council to provide a recap and evaluation	Hosting Club