

# County Presentation Day

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	<u>Facebook</u> - Posting & opt. image due 48 business hours in advance to desired post date/time. <u><i>In the Clover</i></u> - Article & opt. image due 15th of month prior to monthly newsletter published
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 to update on progress	Hosting Club
1 Month Before	
Decide if food booth will be offered at event? If yes, complete Form 8.7 Fundraising Approval (UCANR 4-H Treasurer's Manual) and turn into the UCCE Office.	Hosting Club
Send Letters to Red Bluff Rotary Club for volunteer evaluators	Hosting Club
Update "4-H Presentation Day Entry Form" from previous year and request 4-H YDP Staff post online	Hosting Club
Online Entry - update survey from previous year and request 4-H YDP Staff to post online	Hosting Club
Sectional Presentation Day - Gather information and entry form	Hosting Club
Attend Leaders' Council meeting to update on progress	Hosting Club
Identify and contact tabulations committee	Hosting Club
Activity during Tabulations at event, request County Ambassadors/BLAST prior to event.	Hosting Club
Week of Event	

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## PERSON/GROUP RESPONSIBLE

Update participants certificate from previous year; merge; print; cut	Hosting Club
Create participant cards to use at check in; merge; print; cut	Hosting Club
Room Assignments - after entry deadline, create room assignments; request help from club leaders for additional evaluators and room coordinators	Hosting Club
Evaluator Sheets - fill in "name, grade, title" and put in judges folders by room #	Hosting Club
Evaluating Sheets for Primary Members - there aren't any - they use Primary Comments Pages; fill in "name, grade, title" and put in judges folders by room #	Hosting Club
Evaluators/Room Coordinators Information - Gather items for folders and to go over in orientation	Hosting Club
Identfy and Gather Supplies: Yellow tote, PA System, Calculators, Laptop, Projector, Easles, Signs, Evaluator Folders, Registration Lists, Tabulation Forms, Pencils, Sectional Pres. Day entry forms. Other? Let 4-H YDP Staff know prior to pick up.	Hosting Club
Pick up supplies from UCCE Office	Hosting Club
<b>Day of Event</b>	
Set up Presentation Rooms	Hosting Club
Set up Auditorium	Hosting Club
Evaluators' and Room Coordinator Orientation	Hosting Club
Tabulations	Hosting Club
Participant check-in	Hosting Club
Evaluator check-in	Hosting Club
Welcome and event overview- announcements	Hosting Club
Awards ceremony	Hosting Club
Concession stand	Hosting Club
Clean up rooms and auditorium	Hosting Club
Check-out of building	Hosting Club
<b>Following the Event</b>	
Rotary Thank You Letter - revise and send out after event- within a week	Hosting Club
Return supplies to the UCCE Office- within a week	Hosting Club
Attend Leaders' Council Meeting to recap and evaluate	Hosting Club

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**ITEMS THAT NEED TO BE COMPLETED FOR EVENT**

**PERSON/GROUP RESPONSIBLE**