

4-H Livestock Judging 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. <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
Request cages for birds on contract if needed (fairgrounds)	Hosting Club
Attend Leaders' Council 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
Confirm classes, contact people to bring classes -Minimum 4 small animal and 4 large animal classes	Hosting Club
Identify class evaluators	Hosting Club
Identify tabulations committee (3-5 people)	Hosting Club
Identify oral reasons evaluators (5 people)	Hosting Club
Plan an education activity	Hosting Club
2 Weeks Before	
Double confirm livestock classes	Hosting Club
Confirm evaluators of livestock classes	Hosting Club
Confirm tabulations committee (3-5 people)	Hosting Club
Confirm oral reasons evaluators (5 people)	Hosting Club
Identify and confirm Group Leaders for event (5 people)	Hosting Club
Identify and confirm rotation timer	Hosting Club

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ITEMS THAT NEED TO BE COMPLETED FOR EVENT

PERSON/GROUP RESPONSIBLE

Create barn/event rotation layout with TDF staff (if using fairgrounds)	Hosting Club
Week of Event	
Set up CDE Tabulations software for event OR get box with calculators and hornel judging cards from UCCE Office	Hosting Club
Print scantrons OR judging sheets for participants	Hosting Club
Print official class placings sheets	Hosting Club
Make copies of "oral reasons cards" & "oral reasons terms"	Hosting Club
Print class signs	Hosting Club
Print sign up list with numbers if doing CDE Tabulations	Hosting Club
Print oral reasons rubrics	Hosting Club
Get club brown paper bags for awards left from UCCE Office	Hosting Club
Check on planned educational activity	Hosting Club
Identify and gather supplies needed at event: Laptop and printer, CDE Tabulation Wands, ream of white paper, P/A System, Yellow Tote, extension cords, Tablecloths, awards - Other? Please let 4-H YDP Staff know prior to pick up	4-H YDP Staff
First Aid Kit from UCCE Office	Hosting Club
Participant check in sheets	Hosting Club
Pick up supplies from UCCE Office	Hosting Club
Day of Event	
Set up (post signs, help classes check in, tabulations area, oral reasons area, educational activity, etc.)	Hosting Club
Clerk/Reason Evaluators Orientation	Hosting Club
Welcome and event overview	Hosting Club
Deliver educational activity	Hosting Club
Awards ceremony	Hosting Club
Clean up	Hosting Club
Following Event	
Submit receipts to Council Treasurer at UCCE Office (within a week)	Hosting Club
Return supplies to UCCE Office- within a week	Hosting Club
Thank you notes to class providers, evaluators, key volunteers, etc.	Hosting Club
Attend Leaders' Council to recap and eval event	Hosting Club