

## 4-H Fashion Revue

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 Event	
***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
Update "Fashion Revue Complete Entry Packet" from previous year	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
Attend Leaders' Council to update on planning progress	Hosting Club
1 Month Before Event	
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
Online Entry - update survey from previous year and ask 4-H YDP Staff to upload	Hosting Club
Make copies of Entry Packet available	Hosting Club
Decide event theme	Hosting Club
Select/contact evaluators for the event	Hosting Club
Attend Leaders' Council to update on planning progress	Hosting Club
2 Weeks Before Event	
Contact MCs for event, confirm attendance (Request County Ambassadors/BLAST, if desired)	Hosting Club
1 Week Before Event	
Print evaluator score sheets	Hosting Club

## 4-H Fashion Revue



### ITEMS THAT NEED TO BE COMPLETED FOR EVENT

### PERSON/GROUP RESPONSIBLE

Script - arrange script in coinciding program order; make 3 copies	Hosting Club
Commentaries - arrange commentaries in script order; make 4 copies	Hosting Club
Print "possible questions"	Hosting Club
Snacks for Evaluators, dependent on council budget	Hosting Club
Create Fashion Revue Program with theme & print	Hosting Club
Select/contact a photographer for event	Hosting Club
<b>Week of the Event</b>	
Flowers for Participants, dependent on Council budget	Hosting Club
Identify and gather event supplies - Clothes Rack, P/A system, yellow tote, judging sheets, pre-entered lists, awards, scripts, commentaries, programs. Other? Please let 4-H YDP Staff know prior to	Hosting Club
Pick up sandwich boards for directions, from UCCE Office	Hosting Club
Pick up supplies from UCCE Office	Hosting Club
<b>Day of the Event</b>	
Building check-in	Hosting Club
Decorations set up	Hosting Club
Evaluators welcome and orientation	Hosting Club
Evaluators check-in	Hosting Club
Participant check-in	Hosting Club
Welcome and event overview	Hosting Club
Commentaries read. Request for County Ambassadors/BLAST prior to event.	Hosting Club
Awards Ceremony	Hosting Club
Clean-up	Hosting Club
Building check-out	Hosting Club
<b>Following the Event</b>	
Return awards & supplies to the UCCE Office-within one week	Hosting Club
Send thank yous to evaluators- within one week	Hosting Club
Submit receipts to Council Treasurer at UCCE Office- within one week	Hosting Club
Attend Leaders' Council to recap and eval event	Hosting Club