

Fur Feathers 4-H Fair

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
Secure rabbit and poultry cages on contract		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 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 and 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
Revise schedule and class lists if needed		Hosting Club
Secure Evaluators for event		Hosting Club
Attend Leaders' Council and update on progress		Hosting Club
2 Weeks Before		
Pen assignments/barn layout		Hosting Club
Identify clerks for the event		Hosting Club
Confirm evaluators for event		Hosting Club
1 Week Before		
Binders - update with schedule, clerks notes, class list sheets and champion/res sheet		Hosting Club
Dog show - armband #'s and rubber bands		Hosting Club

