

4-H Open House

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
Attend Leaders' Council update on progress	Hosting Club
1 Month Before	
Contact clubs to have projects on display	Hosting Club
Attend Leaders' Council to update on progress	Hosting Club
2 Weeks Before	
Finalize which projects will be on display	Hosting Club
Facility layout	Hosting Club
Week of Event	
Identify and gather items needed at event: Yellow Tote, box of pencils, banner - other? Let 4-H YDP Staff know prior to	4-H YDP Staff
Participant sign-in sheet	Hosting Club
Exhibitor/project signs	Hosting Club
Pick up supplies from UCCE Office	Hosting Club
	Hosting Club
Day of Event	
Set up	Hosting Club
Greeter- to welcome guests and to answer questions; promote 4-H Enrollment with hand outs	Hosting Club
Clean up	Hosting Club
Following the Event	

4-H Open House



ITEMS THAT NEED TO BE COMPLETED FOR EVENT

PERSON/GROUP RESPONSIBLE

	Submit receipts to Council Treasurer at UCCE Office (within a week)	Hosting Club
	Return supplies to UCCE Office- within one week	Hosting Club
	Send thank you's to projects	Hosting Club
	Attend Leaders' Council to recap and evaluate event	Hosting Club