



4-H EVENT CHAIR RESPONSIBILITIES

EVENT: _____

DATE: _____

ALLOCATED BUDGET: _____

A. PLANNING

1. Review purpose and guidelines of event in binder in the 4-H Office.
2. Attend appropriate Management Team Committee meetings and submit progress reports for each meeting.
3. Outline event, develop calendar of deadlines with time lines of activities, and recruit committee members as necessary.
4. Prepare budget proposal.
5. Report to appropriate Management Team Committee your plan, budget and progress.
6. Publicize event throughout the county.
7. Indicate if 4-H Office needs to do a press release for the event.

B. EVENT

1. Follow through with outline, making sure committee members understand their duties and accomplish them.
2. Attend event and coordinate activities.
3. Have a sign-in table. Have participants sign-in. Hold medical release forms for the day. Return medical release forms to the 4-H Office at the end of the event.
4. Take photos to share the event through various means of publicity.

C. REPORTING

1. Submit and event evaluation form. Submit sign-in sheet for the event.
2. Submit itemized financial report of all income and expenses.
3. Submit itemized inventory (beginning and ending) of supplies such as ribbons, medals, certificates, etc. Submit photos taken of the event.
4. Submit record of any and all specific information required to carry out the event (e.g. recipes, letters, list of donors, speakers, etc.).
5. Resent Final Report at the next Management Team meeting following the event.
6. Submit a follow up article to the 4-H Office after the event and do another press release.