

Favorite Foods 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 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
	Attend Leaders' Council to update on planning progress	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
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
	Update Favorite Foods Day registration flyer from previous year. Send to 4-H YDP Staff to post online.	Hosting Club
	Online Entry - update survey from previous year and request 4-H YDP Staff to post online	Hosting Club
	Attend Leaders' Council to update on planning progress	Hosting Club
	Educational Activity (during class split) - Identify Leaders	Hosting Club
2 Weeks Before Event		
	Contact MCs for event, confirm attendance (Request County Ambassadors/BLAST, if desired)	Hosting Club
1 Week Before Event		
	Check folders for enough evaluator score sheets per division make copies if necessary	Hosting Club
	Check folder for enough comment pages for primary	Hosting Club
	Gather event supplies - yellow tote, evaluators cards, entrant lists, awards, tablecloths, PA System, Pencils, clipboards - Other? Please 4-H YDP Staff know	4-H YDP Staff

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