

Life Skills Judging 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	
	***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 progress	Hosting Club
	Create 3 Primary and 6 Regular classes	Hosting Club
	Publicity: <i>In the Clover</i> & Facebook	Facebook- 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 meeting to 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
	Create classes, identify people to bring classes	Hosting Club
	Get registration and tabulations committees	Hosting Club
	Identify oral reasons evaluators	Hosting Club
	Attend Leaders' Council meeting to update on progress	Hosting Club
	2 Weeks Before	
	Confirm tabulations and registration committees	Hosting Club
	Confirm oral reasons evaluators	Hosting Club
	Confirm classes	Hosting Club
	Contact MCs for event, confirm attendance (Request County Ambassadors/BLAST, if desired)	Hosting Club
	1 Week Before	

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PERSON/GROUP RESPONSIBLE

	Set up CDE Tabulations software for event OR get box with calculators and hornel evaluation cards from UCCE Office	Hosting Club
	Print scantrons OR evaluation sheets for participants	Hosting Club
	Print official class placings sheets	Hosting Club
	Make copies of "oral reasons cards" & "oral reasons terms"	Hosting Club
	Create & print class signs	Hosting Club
	Print sign up list with numbers if doing CDE Tabulations	Hosting Club
	Print oral reasons rubrics	
	Get club brown paper bags for awards left from UCCE Office	Hosting Club
	Items needed at event: Laptop/printer, CDE Tab. Wands, P/A System, Yellow Tote, extension cords, Tablecloths, Pencils, Calculators - Other? Please 4-H YDP Staff know	4-H YDP Staff
	Week of Event	
	Pick up supplies from UCCE Office	Hosting Club
	Day of Event	
	Building check-in	Hosting Club
	Set up	Hosting Club
	Welcome and event overview	Hosting Club
	MC/Awards Presentation.	Hosting Club
	Set up tabulations area	Hosting Club
	Participant check-in	Hosting Club
	Reason Evaluatorscheck-in	Hosting Club
	Reason Evaluators Orientation	Hosting Club
	Clean-up	Hosting Club
	Building check-out	Hosting Club
	Following the Event	
	Sumbit receipts to Council Treasurer at UCCE Office (within a	Hosting Club
	Return supplies to the UCCE Office- within 1 week	Hosting Club
	Send thank you note to evaluators	Hosting Club
	Attend Leaders' Council to recap and eval event	Hosting Club