

4-H Large Animal Breeding Prospect Show

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
	Revise schedule and class lists	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>In the Clover</u> - 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 Leader's Council 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
	Secure Evaluators for event	Hosting club
	Secure Clerks for event	Hosting club
	Attend Leader's Council update on progress	Hosting club
	2 Weeks Before	
	Configure use of buildings rented	Hosting club
	Confirm evaluators' attendance	Hosting club
	1 Week Before	
	Binders - update with schedule, clerks notes, class list sheets and champion/res sheet	Hosting Club
	Identify and collect items needed at event: P/A System, Yellow Tote, extension cords, binders, awards, box of pencils - Other? Please let 4-H YDP Staff know prior to pick up.	4-H YDP Staff
	Create & print show schedule to be posted at event	Hosting club

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ITEMS THAT NEED TO BE COMPLETED FOR EVENT

PERSON/GROUP RESPONSIBLE

	Week of Event	
	Pick up supplies from UCCE Office	Hosting club
	Day of Event	
	Set up	Hosting club
	Evaluator and clerk check-in	Hosting club
	Clerk/Evaluator Orientation; roles of each	Hosting club
	Exhibitor check-in	Hosting club
	Welcome and event overview	Hosting club
	Post schedule	Hosting club
	Clean up	Hosting club
	Following the Event	
	Submit receipts to Council Treasurer at UCCE Office (within a week)	Hosting Club
	Return awards and supplies to UCCE Office (within a week)	Hosting club
	Send thank you notes to evaluator, clerks, etc	Hosting club
	Attend Leaders' Council to recap event	Hosting club