

## 4-H Still Exhibits Fair

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

	<b>2 Months Before</b>	
	***Secure location of event; get use agreement, forward on to UCCE 4-H to complete	Hosting Club
	Get building opening & closing info and contact numbers for emergencies	Hosting Club
	Ask 4-H YDP Staff to run a report from previous year using report ES237 and previous years actual entry #'s. All projects with 10 or more enrolled for current year get their own class and if that number is 50+ that class will be broken	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
	Online Entry - update survey from previous year and ask 4-H YDP staff to upload	Hosting Club
	Check with 4-H YDP Staff for previous year's evaluators	Hosting Club
	Attend Leaders' Council meeting to update	Hosting Club
	<b>1 Month Before</b>	
	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
	Identify and contact evaluators for event	Hosting Club
	Attend Leaders' Council meeting to update	Hosting Club
	<b>2 Weeks Before</b>	
	Contact MCs for event, confirm attendance (Request County Ambassadors/BLAST, if desired)	Hosting Club
	Contact evaluators for event, confirm attendance	Hosting Club

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### ITEMS THAT NEED TO BE COMPLETED FOR EVENT

### PERSON/GROUP RESPONSIBLE

	<b>Week of Event</b>	
	Check folders for enough evaluators score sheets per division - make copies if necessary	Hosting Club
	Snacks for Evaluators depending on Council Budget	Hosting Club
	Identify and gather supplies - Clothing Rack, yellow tote, evaluator card folders by division, binders by divisions, pre-entered exhibit lists, awards - Other? Please let 4-H YDP Staff know prior to pickup	4-H YDP Staff
	Pick up supplies from UCCE Office	Hosting Club
	<b>Day of Event</b>	
	Building check-in	Hosting Club
	Set up (tables, tabulations area, etc.)	Hosting Club
	Exhibitor check-in	Hosting Club
	Evaluator check-in	Hosting Club
	Clerk/Evaluator Orientation	Hosting Club
	Organize exhibits by division	Hosting Club
	Tabulations	Hosting Club
	Awards ceremony	Hosting Club
	Clean up	Hosting Club
	Building check-out	Hosting Club
		Hosting Club
	<b>Following Event</b>	
	Submit receipts to Council Treasurer at UCCE Office (within a week)	Hosting Club
	Return supplies and awards to UCCE Office- within a week	Hosting Club
	Send thank you's to evaluator- within a week	Hosting Club
	Attend Leaders' Council meeting to recap event	Hosting Club