# PRESENTATION DAY - Helpful Hints for Hosting Club

| 2 MONTHS BEFORE | |
|---|---|
| **Event Location** - Secure a place to have the event and then contact the 4-H office to complete required paperwork. | Hosting Club & 4-H Staff |
| **Location Details** - Record opening/closing procedures for the facility and the emergency contact information for the event facility. | Hosting Club |
| **Updates** - Keep council informed of event progress. Reach out to council for any assistance or advice as needed. | Hosting Club |
| Ensure **online registration** is ready to go, make sure all classes are available | Hosting Club |
| **Evaluators/Room Hosts** - Start recruiting for evaluators and room hosts | Hosting Club |
| **Publicity** - Event details for the monthly newsletter, given to the 4-H staff by the 15$^{th}$ of the month prior to publication. | Hosting Club |
| **Premium Book** – Update date, location, etc. and get to the 4-H office for publication on the webpage. | Hosting Club & 4-H Office |
| **Awards** - Make sure the awards for the event are available or will be available prior to the event. | Hosting Club & 4-H Office |
| **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 |
| Get **registration** and **tabulations** committees | Hosting Club |
| **Event Emcee** – Contact Ambassador Team and/or BLAST Team to help with emcee and awards distribution. | Hosting Club |
| **Updates** - Keep council informed of event progress. Reach out to council for any assistance or advice as needed. | Hosting Club |
| **2 WEEKS BEFORE** | |
| Confirm tabulations and registration committees | Hosting Club |
| Confirm evaluators/room hosts | Hosting Club |
| Awards- Make sure they are ready | Hosting Club |

| | 1 WEEK BEFORE | |
|---|---|---|
| | Collect paper registrations from UCCE Office | Hosting Club |
| | Print:<br>Evaluation sheets<br>Certificates<br>Regional Presentation Information for Gold & Blue Winners | Hosting Club or 4-H office |
| | Pick-Up stuff from Office-<br>Yellow "Office" Box<br>P/A System<br>Awards<br>First Aid/AED | Hosting Club |
| | **DAY OF EVENT** | |
| | Set-up- Arrive early enough to be ready to start on time. Things to set- up/prepare for:<br>Sign-In Table<br>Tabulations Room<br>Evaluator/Room Host Orientation<br>Boredom Busters | Hosting Club |
| | Orientation- Give to Judges and Clerks. | Hosting Club |
| | Thank You-Give thank you cards to Judges | Hosting Club |
| | Record Placings for all participants- Make sure this is completed so that it can be published in the monthly newsletter. | Hosting Club & 4-H Office |
| | Gold and Blue Winners need to be forwarded to the state for participation at regional presentation events.<br>If this is a regional event, gold and blue need to be forwarded to the state for participation at State Field Day. | Hosting Club & 4-H Office |
| | **FOLLOWING THE EVENT** | |
| | Submit receipts to Council Treasurer at UCCE Office (within a week) | 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 |