

Ventura County 4-H Meetings and Events Timeline:

Please provide the following

90 days before:

- Notify 4-H Office of the event or meeting
- Create and submit a flyer to the 4-H Office including the following:
 - ✓ Name of event
 - ✓ Description of event
 - ✓ Date
 - ✓ Time
 - ✓ Place including full address and location within facility
 - ✓ Registration deadline
 - ✓ Requirements for participation including 4-H member classifications, project requirements, and fees.
 - ✓ Who to contact for more information
 - ✓ Special needs accommodations
- Start working with 4-H Office to create a registration survey.
- Proceed to **Facilities Use Agreements** (below)

60 Days before the Event or Meeting:

- Provide finalized details and registration information for Clover Lines and 4-H Calendar

30 Days before the Event:

- Details are published and distributed in Clover Lines

2 weeks before the Event:

- Provide wording for an e-mail reminder to be sent out by 4-H Office

Facility Use Agreements Timeline:

90 Days before the Event or Meeting:

- Check that the facility is available
- Provide a blank application from the facility for the 4-H Office to complete
- Provide an additional copy of the application with information penciled in
 - ✓ If the facility uses an online application system provide the following:
 - Link to online system
 - ✓ Purpose for facility use
 - ✓ Date and Time including Set-up and Clean-up
 - ✓ All rooms, bathrooms, kitchen, etc. needed
 - ✓ Special needs requirements
 - ✓ Equipment requested from facility
 - ✓ Personal equipment that will be used
 - ✓ List of animals involved in the event
 - ✓ Food and/or drink to be served
- Provide a check with required fees and deposits
- 4-H contact person for the event including: name, cell number and email address

For assistance please contact Annabel Faris, VC 4-H Program Coordinator, awfaris@ucanr.edu or 805.525.9293 x 206.