



Manitoba 4-H Council Inc.

Communications Event Coordinator Checklist

EVENT DETAILS

Event _____ M4HC
Coordinator: _____ Liaison: _____

Event _____ Event
Location: _____ date: _____

COMMUNICATIONS TASKS (PRIOR TO THE EVENT)

- Book the facilities (Set date, reserve an appropriate facility; i.e. church, school, community centre, etc.)
- Work within allocated budget (facility, refreshments, gifts, etc.)
- Approach potential sponsors
- Arrange for Judges, Timekeepers and Chairpersons (Don't limit yourself to 4H Alumni)
- Organize any supplies needed (Information packages, certificates/ participant awards, Judge's gifts, stopwatches, etc.)
- Confirm and arrange any audio/visual requirements for competitors
- Notify Head leaders and Club contacts of event details (Including M4HC liaison)
- Notify competitors of event details
- Prepare the program
- Purchase refreshments
- Prepare the facilities (Post signs to direct people to the event, set up podium / Judge's table and audience seating)

Note: Assistance will be provided by the M4HC office to prepare information packages, certificates and program. Contact the Program Coordinator or Club Support Coordinator.

EVENT DUTIES (ON THE DAY OF THE EVENT)

- Photograph competition rooms prior to set up ("before" picture)
- Setup Judge's/Timekeeper's table (Allow for 4 people)
- Setup additional table to hold Visual Presentations
- Place water bottles on Judge's table (1 for each Judge and Timekeeper)
- Place Judge's packages on Judge's table (Alternatively, distribute during Judge's orientation session)
- Place tubs with ice and water outside all competition rooms
- Place Judge's gifts in competition rooms for Room Chairperson to distribute
- Place Participant tokens in competition rooms OR in award presentation room
- Place certificates in competition rooms OR in award presentation room
- Decorate competition rooms
- Setup Awards Ceremony area (Put trophies on table, setup podium, hang 4-H banners, decorate, etc.)
- Setup Registration table (Distribute evaluation forms, programs, facility maps, etc.)



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- Assign each competition room a greeter/door keeper to direct people to the correct location and prevent event interruption
- Assign a Master of Ceremonies (MC), if desired
- Assign an Awards presenter
- Advise competitors where the Awards event will take place
- Ensure lunch area is prepared for the catering company
- Arrange Media Coverage, if desired (Can be assigned to a Club reporter)

EVENT DUTIES (AFTER THE EVENT)

- Return competition rooms to "pre-event" state (Review "before" pictures)
- Send competition results to the Communications Committee Chairperson and M4HC Liaison
- Submit News Release to community publications, if desired
- Settle any outstanding event bills/invoices
- Submit receipts and invoice to 4-H Council Treasurer