

Task	Date completed
<p><b>Promotion and Media coverage</b> (sometimes responsibility is assigned to a club reporter)</p> <ul style="list-style-type: none"> <li>• Before the event publicize including, date, location and time. Consider contacting local papers for their “Coming Events” column or local radio stations if available. Cable community access stations are another possibility.</li> <li>• Check the M4HC website at <a href="https://4h.mb.ca/forms/">https://4h.mb.ca/forms/</a> for templates for posters that can be used to advertise the event in your community.</li> <li>• If the date and location are selected prior to December 1, consider submitting the information to be included in the annual Manitoba 4-H calendar that is mailed out to all 4-H families.</li> <li>• Remember that each area council has a tab on the Manitoba 4-H Council website as well as an event calendar, where details of upcoming events can be publicized. Contact Linda McRae-Walker <a href="mailto:lmcrae-walker@4h.mb.ca">lmcrae-walker@4h.mb.ca</a> at least two weeks in advance of the event. Provide the name of event (and what area council) date, time, location and brief description would be perfect.</li> <li>• Contact Linda McRae-Walker to request that your event be listed in the e-zine.</li> <li>• After the event, you may wish to submit a news article listing the winners of each category, other participants, judges and thanking sponsors. You may also include the date and location of the next level of competition. This section includes a template that may be of assistance. Keep in mind that this will need to be submitted very soon after the event – many papers will not run articles that are past a certain time frame.</li> <li>• <b>Note: photo release forms need to be completed for each person in any picture.</b> Release information is found on the “Member Event Form” found at <a href="http://www.4h.mb.ca">www.4h.mb.ca</a> or are included in section 4 of this binder. All member participants will have completed the form. You need to ask anyone else in photos to also complete the form.</li> </ul>	
<p><b>Following the Event:</b></p> <ul style="list-style-type: none"> <li>• Update your portion of the planning binder with any suggestions for the next planning committee.</li> <li>• Submit receipts and invoices to the area council treasurer for payment if you had any costs for advertising.</li> </ul>	

