

Facility & Hospitality Committee Tasks	Date completed
<p>Note: this may be one committee or two subcommittees. One to take care of the facility and another to take care of hospitality.</p> <p>Select Location (town), Date and Time (previous fall or January)</p> <p>The council or communication committee will select:</p> <ul style="list-style-type: none"> • The geographic location – this may be established in your zone or area by a rotation list. Please check with your area council. • The date for event. Try to avoid conflict with other 4-H events. Be sure to allow sufficient lead time between zone, area and provincial events. • Select the start time of the event. This needs to be clear. Is the facility open at 1 p.m. with start at 1:15 or 1:30 or is the event starting at 1:00? Is there a specific time that registration will begin? 	
<p>Select facility (previous fall or January)</p> <p>Is the facility accessible to all that will attend?</p> <p>Book the facility including any paperwork that needs to be completed. Pay the deposit if necessary. <u>**see budget information for criteria</u></p> <p>Ideas for facilities include churches, schools*, community centers, etc. *be certain to check as schools may require paper work to be done in advance.</p> <p>Keep in mind if using a local school, desks may need to be moved, chairs relocated, etc. to have everything back in place at the end of the event. Some organizers take a digital picture of the room prior to set up and use it as a guide to where things need to be put after the competition.</p> <p>Make sure that you book all the rooms in the venue that you are going to need. Just because the room is empty, does not mean that you can use it. If you need access to a specific area for coffee pots, water, etc. make sure that you put that on your booking request as well.</p> <p>Be sure to list anything that will be required – chairs, tables etc. and where they will be used.</p>	

<p>Keep in mind, you will need plenty of set-up and take-down time so recognize this in your booking request.</p> <p>Some facilities will require a copy of a certificate of insurance. This can be requested from Manitoba 4-H Council, dkrinke@4h.mb.ca or by phone 204-726-6136.</p>	
<p>One room or more?</p> <p>Will all presentations take place in one room or will concurrent competitions happen? Time and number of competitors often dictate the answer to this question.</p> <p>If you have a large number of competitors, there is no doubt using multiple rooms can shorten the event particularly if you use two teams of judges in each room. The registration committee can provide guidance.</p> <p>Number of participants</p> <p>Your area council will have determined the number of participants in each category in the past. This may be located in past minutes of area council OR may be included in the area council's Policies and Procedures.</p> <p>This will outline:</p> <ul style="list-style-type: none"> • the number of categories of competition that will be held at zone/area/provincial level <ul style="list-style-type: none"> • Manitoba 4-H Council holds completions at provincial level in Junior, Intermediate, Senior and Adult age categories for Speeches, One Person Visuals and Two Person Visual • Each area council has determined whether they will include Clover Bud competitions at zone and area level. • The number of reps each club may send in each category to zones. This will help you determine the number and size of rooms. 	
<p>Audio-visual requirements</p> <p>The provincial guidelines indicate that only a table will be provided for those participants in visual presentations. All other equipment must be provided by the competitor.</p>	

<p>Some competitors will use electronic mediums to present. This will mean that although they must provide their own extension cords, an electrical outlet will need to be available within a reasonable distance from the presentation area.</p> <p>Provision of a microphone or podium is at the discretion of the planning committee and is not a requirement.</p>	
<p>Prior to the event decide on:</p> <ul style="list-style-type: none"> • Hospitality: will food and/or refreshments be served? Who will organize and serve the refreshments? Who will get supplies- glasses, juice, cups, coffee, tea, cream, sugar, napkins, etc. Do special arrangements/permission need to be made for a location to serve food? Who will clean up? • If food is served, will it be at the end of the event, half way through, or both. The last option is sometimes used when the event has two separate groups of participants. • If food is served be aware of special needs: are there people who may be diabetic, is there anyone who has allergies OR is the facility nut or other allergen free. This can sometimes be the case in schools. • Recruit committee/volunteers for set up, take down and clean up • Decide what room will be used for awards presentation so that this can be included in the program 	
<p>Planning the Snack:</p> <p>This section of the binder includes tools that may be helpful in planning the snack/lunch if food is served</p>	
<p>Budget</p> <p>Please see section 3 Budget for details on planning the budget and sponsorship. Your area council will provide you with your budget amounts for zone or area events. Clubs should pass motions indicating what can be spent for the club event.</p> <p>Do you need to provide an honorarium to the caretaker?</p> <p>Remember - to be reimbursed for expenses you must have original detailed receipts and/or cancelled checks.</p>	

<p>Prior to the event:</p> <p>Contact the registration committee to:</p> <ul style="list-style-type: none"> • confirm the number of participants in each room. As a rule of thumb, multiply that number by 2 or 3 for number of chairs (participants plus 1 or 2 family members minimum) • What rooms will have visual presentations (to provide a table and electrical outlet) <p>Recruit volunteers to set up and clean up rooms, serve lunch etc.</p> <p>Order lunch/supplies and arrange for coffee pots, coolers etc. The fact sheet Eat Smart, Meet Smart and the afternoon snack order form in this section may be of assistance in choosing healthy snacks.</p>	
<p>Day of the event (see section 7)</p> <ul style="list-style-type: none"> • Allow plenty of time for set-up and take down of rooms • Set up a registration/welcome table. If so, do you want a table cloth, greeters to direct people to the appropriate locations? Signs work well if there are not enough people available to greet. • Room signs including reminders to turn off cell phones and not to enter during a presentation. • Lights and heat- you may wish to find out where the light switches and thermostat are. • Find out where washrooms are located and be sure that the lights are turned on. • Will other users have access to the facilities while you are there? • Arrive early to set up coffee and begin preparation for snack if necessary. Have snack ready to be served in the designated area – you may need to move it from the prep area to the serving area. Confirm time frame with registration. • A judges table will be needed in each room, along with chairs for the time keeper, room chairperson, door keeper and for spectators • If providing water to the judges, place at the “judges” table • You will need a large table in rooms where visual presentations will take place; be sure that an electrical outlet is available near the front of the room for presentations. • You may wish to have a spot or several where judges’ comments will be handed out (ask room chairs/tellers/timers to sort them alphabetically for time efficiency). This can also be done at the awards ceremony by having pre-labeled envelopes for each participant – hold certificate and comment sheets. 	

Communications Event Planning: Facility and Hospitality

<ul style="list-style-type: none">• Make sure you have access to more chairs. This is a reminder for all schools – someone may let you into the building and the rooms you have reserved – you may not have access any other room, or re-access the rooms if you lock yourselves out.• Will there be a table to put certificates, items on at the award presentation?• Silver collection (if so will need a basket/bowl; possibly a sign)• BE CERTAIN TO LEAVE THE FACILITY AS IT WAS FOUND	
<p>Following the Event:</p> <ul style="list-style-type: none">• Submit receipts and invoice to the area council treasurer for payment• Update your section of the binder including any suggestions for the committee• Record amounts of food ordered and used as well as where any leftover supplies are stored will be helpful in future planning	