

Task	Date completed
<p>Following the Event:</p> <ul style="list-style-type: none"> • Send the results to the registration person for the next level of competition. • Be sure to comply with the deadline provided • If forms are provided, please use them • If member event registration forms have been provided in advance, please give them to the members. If possible, have the members complete them and return to you the day of the event. • Pay outstanding bills if there are any (i.e. hall rental fee, caterer, if using, etc.) OR submit bills to area council treasurer for payment. Be sure to use appropriate forms if any. Check in advance, as your council may prefer that bills be made out directly to the area council. • Submit receipts and invoices to the area council treasurer <ul style="list-style-type: none"> ○ Remember a credit card/debit slip is not sufficient. You must have an itemized bill. • Complete a post event form and supply to area council treasurer. This is required to access funding from Manitoba 4-H Council and for post event evaluation. Submit photos with photo release forms to Manitoba 4-H Council. • Update the planning binder • Ask for feedback from all committee members and give a list of suggestions to the area council for the next planning committee 	