

4-H Communications Event Planning List and Time Line

Committee: minimum of 4-5 members plus sub committees to look after lunch etc.

Activity	Responsibility	Timing
Set date <ul style="list-style-type: none"> • notify all clubs of date and of deadline for receiving participant information. • NOTE: when selecting a date, leave sufficient time between events to notify planners of the next level and allow them to complete their planning process in a timely manner. 	set by Area Council	Fall of previous year set date and first notification
Have Area Council determine deadline for receiving participant information AND consequences if not on time	Area Council	November
Book facilities <ul style="list-style-type: none"> • including list of rooms and materials required. • sign contract if required. • is the facility accessible to all who may attend? 	Committee	November
Plan event and budget <ul style="list-style-type: none"> • confirm budget with Area Council/request additional funds if required. • determine costs including facility and speakers, judges, meals etc. • determine format and length of event. • select a theme if you wish (for program and tokens). 	Committee	Draft for fall council meeting final for council meeting prior to event
Sponsorship <ul style="list-style-type: none"> • send letters to past sponsors and new ones. • follow up with those who haven't replied. • notify committee members doing program of sponsor names and amounts so budget can be updated, and sponsors recognized in program. • thank you letters /invite to attend and make presentations. 	Committee	Early January Mid-February Mid-February Mid-February

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<p>Notification of clubs/members</p> <ul style="list-style-type: none"> • letter sent to clubs with date, time and location and invitation to send one rep per category to the event. • include registration form to be forwarded to committee members to prepare program and other paperwork. • include letters to give to participants re time and location of event. 	<p>Committee</p>	<p>early January</p>
<p>Develop participant data base (to be used to develop program and certificates for members)</p>	<p>Committee</p>	<p>February</p>
<p>Judges</p> <ul style="list-style-type: none"> • determine how judges will be recruited; committee finds all judges or clubs are asked to provide one judge each. • recruit judges and forward names and contact info to committee member in charge. Three judges per category is recommended, some categories may be combined. • forward confirmation letter with judging information to judges. • prepare judging packages for day of event. • orientation meeting before event begins. 	<p>Committee</p>	<p>December/January</p> <p>Early February</p> <p>Mid-February 7-10 days prior to event 15 minutes before event starts</p>
<p>Program and certificates (as committee has chosen to use)</p> <ul style="list-style-type: none"> • compile data base of participants. • determine order of go and room splits. • prepare program; insure recognition of all sponsors including M4HC. • prepare participant certificates. 	<p>Committee</p>	<p>February/March</p>
<p>Tokens and thank you gifts</p> <ul style="list-style-type: none"> • make recommendations to council re type, cost of tokens. • select, purchase and prepare tokens for participants. • select, purchase and prepare thank you gifts for volunteers (if used). • select, purchase and prepare thank you gift/honorariums for judges. 	<p>Committee</p>	<p>fall as part of budget</p> <p>January/February</p>

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<ul style="list-style-type: none"> determine how/when the presentations will be made. 		
<p>Lunch/snack (at end of afternoon prior to announcements)</p> <ul style="list-style-type: none"> determine what will be served (and if served). arrange for purchase, preparation and serving. clean up. 	Committee	After budget assigned Early March and day of event
<p>Set up of facilities</p> <ul style="list-style-type: none"> set up seating in each room (recommended that "front" be away from the exit). ensure tables are available in rooms with visual presentations with access to plug ins for running equipment. registration desk in "lobby". 	Committee	Day of event
<p>Other volunteers on day of event</p> <ul style="list-style-type: none"> someone overall in charge/responsible for the whole day. liaison with facility and their staff if required. registration - sign in/info table for participants and judges (preferably 2). chairperson and two timers/scrutineers per room. 	Committee	Recruit volunteers in advance of the event
<p>Bill payment/finances</p> <ul style="list-style-type: none"> all bills should be made payable to the Area Council and forwarded to the treasurer for payment. any sponsorship cheques should be made payable to the Area Council and forwarded to treasurer asap ensure copies of bills are provided to treasurer to facilitate submission of grants to M4HC and for payment/reimbursement. 	Committee	Within one week after event.
<p>Post event</p> <ul style="list-style-type: none"> press release sent to local media and M4HC office. forward names of participants to M4HC office. submit necessary invoices to M4HC. 	Committee	Within one week of event