

4-H Communications Event Planning List and Timeline

Committee: A minimum of 4-5 members plus sub-committees will be needed to look after lunch, etc.

Activity	Responsibility	Timing
Set date <ul style="list-style-type: none"> • notify all clubs of the date and the deadline for receiving participant information <p>NOTE: when selecting a date, ensure there is ample time between events to notify the planners of the next level, allowing them to complete their planning process in a timely manner.</p>	set by Area Council	Fall of previous year or by January 1 of current year- set date and first notification
The Area Council should set a deadline for receiving participant information and establish consequences for late submissions.	Area Council	November
Book facilities <ul style="list-style-type: none"> • including a list of rooms and materials required • sign the 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 the budget with the Area Council and request additional funds if necessary • determine costs, for the facility, speakers, judges, meals, etc. • decide on the format and duration of the event • select a theme if you wish (for programs and tokens) 	Committee	
		Draft for Fall Area Council meeting
Sponsorship <ul style="list-style-type: none"> • send letters to both past and potential new sponsors • follow up with those who have not responded • inform committee members responsible for the program of sponsor names and contribution amounts so the budget can be updated, and sponsors can be recognized in the program • send thank-you letters and invitations to sponsors, inviting them to attend and make presentations 	Committee	
		Early January
		Mid-February
		Mid-February

4-H Communications Event: Planning List and Timeline

<p>Notification of clubs/members</p> <ul style="list-style-type: none"> send a letter to clubs, including the date, time, and location of the event, and invite them to send one representative per category Include a registration form to be forwarded to committee members for the preparation of the program and other paperwork include letters for participants detailing the time and location of the event 	<p>Committee</p>	<p>early January</p>
<p>Develop a participant database to create the program and members' certificates. (Example is provided)</p>	<p>Committee</p>	<p>February</p>
<p>Judges</p> <ul style="list-style-type: none"> decide on the method for recruiting judges; either the committee finds all judges or clubs are asked to provide one judge each recruit judges and forward their names and contact information to the committee member in charge. It is recommended to have three judges per category, though some categories may be combined forward a confirmation letter with judging information to the judges prepare judging packages for the day of the event hold an orientation meeting before the event begins 	<p>Committee</p>	
		<p>December/January</p>
		<p>Early February</p>
		<p>Mid-February</p>
		<p>7-10 days before the event</p>
		<p>15 minutes before the event begins</p>
<p>Program and certificates (utilize your database)</p> <ul style="list-style-type: none"> determine the order of go and room splits prepare the program, ensuring recognition of all sponsors, including M4HC prepare certificates for participants 	<p>Committee</p>	<p>February/March</p>
<p>Tokens and thank you gifts</p> <ul style="list-style-type: none"> make recommendations to the council regarding the type and 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 gifts or honorariums for judges determine how/when the presentations will be made 	<p>Committee</p>	<p>Fall as part of the Area Council budget</p>
		<p>January/February</p>

4-H Communications Event: Planning List and Timeline

<p>Lunch/snack (to be served at the end of the competition, before announcements)</p> <ul style="list-style-type: none"> ▪ decide what will be served (and whether anything will be served) ▪ arrange for the purchase, preparation, and serving of food ▪ clean up 	<p>Committee</p>	<p>After budget assigned</p>
		<p>Early March</p>
		<p>Day of event</p>
<p>Set up of facilities</p> <ul style="list-style-type: none"> ▪ set up seating in each room, with the "front" recommended to be away from the exit ▪ ensure tables are available in rooms with visual presentations, with access to plug-ins for running equipment ▪ set up a registration desk in the "lobby" 	<p>Committee</p>	<p>Day of event</p>
<p>Other volunteers for the day of the event</p> <ul style="list-style-type: none"> ▪ assign a person to be overall in charge/responsible for the entire day ▪ liaise with the facility and their staff if required ▪ set up a registration and information table for participants and judges (preferably with two attendants) ▪ Assign a chairperson and timers/scrutineers per room 	<p>Committee</p>	<p>Recruit volunteers in advance of the event</p>
<p>Bill payment/finances</p> <ul style="list-style-type: none"> ▪ ensure all bills are made out to the Area Council and forwarded to the treasurer for payment ▪ ensure any sponsorship cheques are made payable to the Area Council and forwarded to the treasurer as soon as possible ▪ ensure copies of bills/receipts are provided to the treasurer to facilitate the submission of grants to M4HC and for payment/reimbursement 	<p>Committee</p>	<p>Within one week after the event.</p>
<p>Post-event</p> <ul style="list-style-type: none"> ▪ send a press release to local media and the M4HC office ▪ submit invoices to the Area Council treasurer for reimbursement through M4HC, along with a completed Event Report Form (fillable) found on the accompanying USB and in Section 1 of the binder. 	<p>Committee</p>	<p>Within one week of the event</p>