

Facility & Hospitality Committee Tasks	Date completed
<p>Note: This responsibility can be managed by one committee or divided into two subcommittees: one to handle the facility and the other to manage hospitality</p> <p>Selection Location (town), Date and Time (Previous Fall or January)</p> <p>The council or communication committee will be responsible for selecting:</p> <ul style="list-style-type: none"> • Geographic Location: <ul style="list-style-type: none"> ○ This may be established in your Zone or Area by a rotation list. Please check with your Area Council. • Event Date: <ul style="list-style-type: none"> ○ Choose a date that does not conflict with other 4-H events. Ensure there is sufficient lead time between Zone, Area and Provincial events. • Event Start Time: <ul style="list-style-type: none"> ○ Clearly specify the start time of the event. ○ For example, is the facility open at 1:00 p.m. with the event starting at 1:15 or 1:30, or does the event start at 1:00 p.m.? ○ Indicate if there is a specific time that registration will begin. 	
<p>Select facility (previous fall or January)</p> <ol style="list-style-type: none"> 1. Accessibility: <ul style="list-style-type: none"> ○ Ensure the facility is accessible to everyone who will attend. 2. Booking: <ul style="list-style-type: none"> ○ Book the facility and complete any necessary paperwork. ○ Pay the deposit if required. Refer to budget information for criteria. 3. Facility Options: <ul style="list-style-type: none"> ○ Consider churches, schools, community centers etc. ○ Note: Schools may require advance paperwork. Be sure to check this requirement. 4. Setup and Layout: <ul style="list-style-type: none"> ○ If using a local school, be prepared to move desks, relocate chairs, etc., and ensure everything is returned to its original state after the event. Some organizers take digital pictures of the room setup before the event for reference. ○ Book all the rooms you will need at the venue. An empty room does not mean you can use it without prior booking. ○ If you need specific areas for coffee pots, water, etc., include these in your booking request. 5. Requirements List: <ul style="list-style-type: none"> ○ List all required items such as chairs and tables, specifying where they will be used. ○ Include sufficient set-up and take-down time in your booking request. 	

<p>6. Insurance Certificate:</p> <ul style="list-style-type: none"> ○ Some facilities may require a certificate of insurance which can be requested from Manitoba 4-H Council at learns@4h.mb.ca or by phone at 204-726-1914. 	
<p>One room or more?</p> <ul style="list-style-type: none"> • Room Allocation: <ul style="list-style-type: none"> ○ Decide whether all presentations will occur in one room or if concurrent competitions will happen. The time and number of competitors often dictate this decision. ○ Using multiple rooms can shorten the event for a large number of competitors, especially if you use two teams of judges in each room. The registration committee can provide guidance. 	
<p>Number of Participants</p> <ul style="list-style-type: none"> • Determining Participant Numbers: <ul style="list-style-type: none"> ○ Your Area Council will have previously determined the number of participants in each category. This information may be found in past minutes of the Area Council or included in the Area Council's Policies and Procedures. • Categories and Participation: <ul style="list-style-type: none"> ○ The outline includes: <ul style="list-style-type: none"> ○ The number of categories of competition held at Zone, Area and Provincial levels. ○ Manitoba 4-H Council holds competitions at the Provincial level in Cloverbud, Junior, Intermediate, Senior and Adult age categories for Speeches, One-Person Visual Presentations and Two-Person Visual Presentation. ○ The number of representatives each club may send in each category to Zones. • Room Requirements: <ul style="list-style-type: none"> ○ This information will help determine the number and size of rooms needed for the event. ○ Confirm the number of participants in each room. As a rule of thumb, multiply that number by 2 or 3 to determine the number of chairs needed (participants plus 1 or 2 family members minimum). ○ Identify which rooms will have visual presentations so that tables and electrical outlets can be provided. 	
<p>Audio-visual requirements</p> <ul style="list-style-type: none"> • Table Provision: <ul style="list-style-type: none"> ○ According to Provincial guidelines, only a table will be provided for participants in visual presentations. All other equipment must be supplied by the competitors. • Electronic Equipment: <ul style="list-style-type: none"> ○ Some competitors may use electronic mediums for their presentations. While they must provide their own extension cords, 	

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<p>an electrical outlet should be available within a reasonable distance from the presentation area.</p>	
<p>Before the event decide on</p> <p>1. Hospitality:</p> <ul style="list-style-type: none"> ○ Decide if food and/or refreshments will be served. ○ Identify who will organize and serve the refreshments. ○ Determine who will get supplies such as glasses, juice, cups, coffee, tea, cream, sugar, napkins, etc. ○ Order lunch and arrange for coffee pots, coolers and other necessary items. The fact sheet "Eat Smart, Meet Smart" and the afternoon snack order form included in this section can help you choose healthy snacks. ○ Check if special arrangements or permissions are needed to serve food at the location. ○ Plan who will handle clean up. <p>2. Serving Food:</p> <ul style="list-style-type: none"> ○ Decide if food will be served at the end of the event, midway through or both (often used when the event has two separate groups of participants). <p>3. Special Dietary Needs:</p> <ul style="list-style-type: none"> ○ Be aware of any special dietary needs, such as diabetic individuals or those with allergies. ○ Check if the facility is nut or allergen-free, especially if using a school. <p>4. Volunteer Recruitment:</p> <ul style="list-style-type: none"> ○ Recruit committee members/volunteers for setting up, taking down and cleaning up. <p>5. Awards Presentation:</p> <ul style="list-style-type: none"> ○ Decide which room will be used for the awards presentation so it can be included in the program. 	
<p>Budget</p> <ul style="list-style-type: none"> ● Refer to Section 3: Budget, for details on planning the budget and securing sponsorships. Your Area Council will provide you with budget amounts for Zone or Area events. Clubs should pass motions to indicate the approved spending amounts for the club event. ● Caretaker Honorarium: <ul style="list-style-type: none"> ○ Determine if an honorarium needs to be provided to the caretaker. ● Expense Reimbursement: <ul style="list-style-type: none"> ○ To be reimbursed for expenses, you must provide original detailed receipts. 	
<p>Day of the event (see section 7)</p> <ul style="list-style-type: none"> ● Setup and Takedown: <ul style="list-style-type: none"> ○ Allow plenty of time for setting up and taking down rooms. 	

<ul style="list-style-type: none">● Registration/Welcome Table:<ul style="list-style-type: none">○ Set up a registration/welcome table. Consider if you need a tablecloth and greeters to direct attendees to the appropriate locations. Signs can be useful if there aren't enough greeters.● Room Signs:<ul style="list-style-type: none">○ Include reminders to turn off cell phones and not enter during a presentation.● Lighting and Heating:<ul style="list-style-type: none">○ Locate the light switches and thermostat. Ensure the lights and heat are adjusted as needed.● Restrooms:<ul style="list-style-type: none">○ Find the washrooms and make sure the lights are turned on.● Facility Access:<ul style="list-style-type: none">○ Determine if other users will have access to the facilities during your event.● Refreshments:<ul style="list-style-type: none">○ Arrive early to set up coffee and prepare snacks if necessary. Have snacks ready to be served in the designated area – you may need to move them from the prep area to the serving area. Confirm the timeframe with registration.● Judges' Table:<ul style="list-style-type: none">○ Set up a judges' table in each room, along with chairs for the timekeeper, room chairperson, doorkeeper and spectators.● Water for Judges:<ul style="list-style-type: none">○ If providing water to the judges, place it at the judges' table.● Visual Presentations:<ul style="list-style-type: none">○ Ensure a large table is available in the rooms where visual presentations will take place. Make sure an electrical outlet is available near the front of the room.● Judges' Comments:<ul style="list-style-type: none">○ Designate a spot where the judges' comments will be handed out. Ask room chairs and timers to sort them alphabetically for efficiency. Alternatively, this can be done at the awards ceremony with pre-labeled envelopes for each participant, containing certificates and comment sheets.● Access to Chairs:<ul style="list-style-type: none">○ Ensure you have access to additional chairs. This is a reminder for all schools: someone may let you into the building and the rooms you have reserved, but you may not have access to other rooms or be able to re-enter if you lock yourself out.● Awards Presentation Table:<ul style="list-style-type: none">○ Determine if you will need a table for certificates and items during the awards presentation.	
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<ul style="list-style-type: none">• Silver Collection:<ul style="list-style-type: none">○ If having a silver collection, ensure you have a basket /bowl and possibly a sign.• Cleanup:<ul style="list-style-type: none">○ Be certain to leave the facility as you found it.	
<p>Following the Event</p> <ul style="list-style-type: none">• Submit Receipts and Invoices:<ul style="list-style-type: none">○ Send all receipts and invoices to the Area Council treasurer for payment.• Update Binder:<ul style="list-style-type: none">○ Update your section of the binder, including any suggestions for the committee.• Record Food Details:<ul style="list-style-type: none">○ Documents the amounts of food ordered and used, as well as where any leftover supplies are stored. This information will be helpful for future planning.	