

Registration & Program Task	Date completed		
<p>Identify Lead</p> <ul style="list-style-type: none"> • By <u>January 1, current 4-H year</u>, identify the zone or area lead/ event organizer for your event. This does not need to be the head leader of the host club. • Provide this information to your area council. 			
<p>Set Location (town), Date and Time (decide in Fall or January)</p> <ul style="list-style-type: none"> • Main committee: Will select the geographic location, date and start time of the event - this may be established in your Zone or Area by a rotation list. Please check with your Area Council. • Select a storm date: Choose a backup date in case of inclement weather and advertise it as such. • Provide contact information for inclement weather: It may be helpful to have a phone number participants can call to save the organizer from contacting participants, judges, and other volunteers. Some organizers use a local radio station or website for updates. Not all 4-H families have web access, so changing a voice message on a cell phone or landline will also save many calls. • Announce inclement weather plans: Inform competitors that an announcement will be made at a specific time and the method of the announcement. • Notify all head leaders/club contacts: Inform them within your Zone/Area of the event details, including the date, location and when names of competitors and their information needs to be given to the Zone/Area lead. Due to privacy legislation, you may need to ask staff from the Provincial 4-H Office to assist. <p>Notify the Club Support Coordinator for your Area Council:</p> <table data-bbox="203 1354 1063 1459"> <tr> <td data-bbox="203 1354 730 1459"> Karen Olafson (CSC-East) kolafson@4h.mb.ca 204-573-4308 </td> <td data-bbox="730 1354 1063 1459"> April Willis (CSC-West) awillis@4h.mb.ca 204-573-4829 </td> </tr> </table> <ul style="list-style-type: none"> • There is also a benefit in giving the Head Leaders/club contacts the details of the Zone/Area competition, including the date, location, time etc. • If all the details are in a format that can be handed out, it may save one of the organizers from having to contact the competitors, as the Head Leader/club contact could distribute it at the club event. • Consider noting these details in the program, if available. • A template for this information is included in section 4. 	Karen Olafson (CSC-East) kolafson@4h.mb.ca 204-573-4308	April Willis (CSC-West) awillis@4h.mb.ca 204-573-4829	
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<p>Facility Selection and Booking</p> <ul style="list-style-type: none"> • The facility sub-committee or main committee will inform you about the event location. • They will also provide details regarding the number of rooms available for the various categories. 	
<p>Determining Room Usage</p> <ul style="list-style-type: none"> • One room or more? Decide whether all presentations will take place in one room or if concurrent competitions will occur. • Consider time and number of competitors: Depending on your Area Council’s rules, there may be up to fifteen 4-H communications categories: <ul style="list-style-type: none"> ○ Cloverbud Junior, Intermediate, Senior and Adult Speeches. ○ Cloverbud, Junior, Intermediate, Senior and Adult One-Person Visual Presentations. ○ Cloverbud, Junior, Intermediate, Senior and Adult Two-Person Visual Presentations. • Time Assessment: Refer to the chart in section 4 to estimate the time needed for each category. • Multiple rooms for large numbers: If you have several competitors, using multiple rooms and two teams of judges per room can significantly shorten the event. 	
<p>Number of Participants</p> <ul style="list-style-type: none"> • Your Area Council will have determined the number of participants in each category in the past. This information may be in the past minutes of the Area Council or included in the Area Council’s Policies and Procedures. • This will outline: <ul style="list-style-type: none"> ○ The number of categories of competition that will be held at the 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 Presentations. ○ The number of representatives each club may send in each category to Zones. ○ The number of representatives each Zone may send on to Area competitions in each category. ○ Manitoba 4-H Council has indicated that only one representative in each eligible category may be sent on from Area competitions to the Provincial level. • An alternate can be chosen when those scheduled to compete are not able to do so. 	

<p>Questions You May Receive</p> <p>As the registration committee, anticipate receiving questions from club leaders. Determine in advance who will field these questions: the registration committee or the chair of the planning committee.</p> <ul style="list-style-type: none"> • Does a member have to compete at the club level if they have no competition at this level? <ul style="list-style-type: none"> ○ Yes, a 4-H member must compete at the club level to advance to the Zone/Area level. If the club has no formal competition, the member must present their presentation at a 4-H club event (e.g. meeting, Christmas party, etc.). Members must also compete in the same category and level for club, Zone and Area events within the respective year. • Can a member compete in two zone categories? <ul style="list-style-type: none"> ○ These cases have been handled on a “case by case” basis in the past, using provincial practices as a guideline. <p>The fact sheets in section 11 of this guide will assist in answering most questions you may receive. Additionally, your Area Council's Policies and Procedures may have further rules. If in doubt, contact the Communications Committee of Manitoba 4-H Council.</p>	
<p>Pre-Event Notifications from the Main Committee</p> <ul style="list-style-type: none"> • Hospitality: <ul style="list-style-type: none"> ○ Will food and/or refreshments be served? ○ Who will organize and serve the refreshments? ○ Who will procure supplies (glasses, juice, cups, coffee, tea, cream, sugar, napkins, etc.)? ○ Are special arrangements or permissions needed to serve food at the location? ○ Who will handle the cleanup? • Sponsor recognition: <ul style="list-style-type: none"> ○ Will there be sponsors? ○ How will they be recognized? ○ Will they be invited to the event? • Awards: <ul style="list-style-type: none"> ○ What is the Area policy regarding cost and type of tokens or awards used at Zone and Area levels? • Thank You Gifts: <ul style="list-style-type: none"> ○ What is the Area policy regarding thank-you gifts for volunteers and judges? ○ Is there a recommended dollar value or suggested item? • Day of event: <ul style="list-style-type: none"> ○ Committee/volunteers for setup, takedown and cleanup 	

<p>Committee Responsibilities</p> <ul style="list-style-type: none"> • Program Preparation (section 4): <ul style="list-style-type: none"> ○ Assign categories to rooms. ○ Determine the order of presentation. ○ Possibly assign judges. ○ Provide a copy of the program to the volunteer committee to assist in assigning room chairs and timers. • Pre-event Packages: <ul style="list-style-type: none"> ○ Sent to clubs/Zone planners (Section 4a). • Registration information: <ul style="list-style-type: none"> ○ For participants (Section 4b) • Determine Paperwork Responsibilities: <ul style="list-style-type: none"> ○ Decide if the committee will handle all paperwork or if it will be split among other committees. • Other Print Material: <ul style="list-style-type: none"> ○ Participation certificates for members (Section 5) ○ Certificates for champions (and reserve) (Section 5 and 10). ○ Pre-event packages sent to judges (Section 8) ○ Day of the event packages for judges (Section 8) ○ Day of the event packages for timers (Section 9b) ○ Day of the event packages for room chairs (Section 9a) ○ Signage (Section 7). 	
<p>Budget Planning</p> <ul style="list-style-type: none"> • Refer to Section 3: See section 3 for details on planning the budget and securing sponsorship. • Budget Allocation: Your Area Council will provide budget amounts for Zone or Area events. Clubs should pass motions indicating what can be spent for the club event. • Funding Recognition: If funding from Manitoba 4-H Council is utilized, recognize Manitoba 4-H Council and Manitoba Agriculture in your program. • Specific Sponsorship Funds: Some funds may be forwarded directly to your Area Council. Confirm with the Area Council treasurer if any specific sponsorship funds have been given to Area (or Zone) communications (e.g. funds from FCC). If so, no letter is required to ask for the funds, but they should be recognized in your program and contacted to attend and assist with the award ceremony. • Reimbursement: To be reimbursed for expenses, original detailed receipts are required. 	

<p>Notification to Club Head Leaders (six weeks before the event)</p> <p>This notification can be sent by letter or email. (please see Section 4 of this package for templates).</p> <ul style="list-style-type: none"> • Contents of the Notification: <ul style="list-style-type: none"> ○ Cover letter detailing the event and highlighting the contents of the package. ○ Requests for confirmed judges and/or volunteers. ○ Club results form. ○ Letter to participants with event details. ○ Photo release form. ○ Member registration form. ○ A clear deadline for returning the club results form to the program coordinator. ○ Copies of the communications fact sheets (for information on rules). • Club Results Form <ul style="list-style-type: none"> ○ Reflect the number of participants in each category that your Zone/Area allows clubs to send. ○ Check your Area Council's Policies and Procedures for guidance on how many members advance to the next level from club and Zone competitions. • Adaptation for Zone Event Chairs: <ul style="list-style-type: none"> ○ The package of information can be adapted for those chairing the Zone event. ○ By including participant letters and forms, this info can be handed out to members at their club or Zone event, saving time for the planning committee. ○ Ensure all competitors are informed if you have not given this information to the clubs before their competition. 	
<p>Finding Judges</p> <ul style="list-style-type: none"> • Club Participation: Will each club be asked to provide the name of a judge and/or volunteers for their respective Zone or Area competition? This will vary from Area to Area. • Assistance from Clubs: Organizers often ask clubs for assistance in finding judges for Zone competitions. This approach helps spread the workload and ensures representation from a broad geographical area. • Communication and Deadlines: If clubs are asked to provide judges or volunteers, this should be noted in the communication to club Head Leaders, along with a deadline. • Compliance Policies: Some Area Councils have policies for clubs that do not comply with this request. 	

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<p>Judges (four weeks before the event)</p> <ul style="list-style-type: none"> • The judges' subcommittee will provide you with the list of judges to be included in the program. They may also provide their preferred categories to judge. • Assigning Judging Categories: <ul style="list-style-type: none"> ○ If you are responsible for assigning the judging categories, provide the judges' subcommittee with this information two weeks in advance so it can be sent to the judges. • Paperwork Preparation: <ul style="list-style-type: none"> ○ Refer to Section 8 of this binder if you are responsible for preparing the paperwork related to judges. 	
<p>Program and Paperwork (ongoing, starting 3 weeks or more before the event with the final prep week of the event).</p> <p>This may be managed by one individual/committee or several smaller committees.</p> <ul style="list-style-type: none"> • Deadlines: Clubs must adhere to deadlines to facilitate the committee's work. • Registration: <ul style="list-style-type: none"> ○ Take registration of participants and names of judges using a spreadsheet template (included in Section 4) ○ Enter participant information as received from clubs. The template can be easily sorted to list participants in each category. ○ Use the template to populate a merge document and print participant certificates. • Category Assignment Schedule: <ul style="list-style-type: none"> ○ Assign categories to rooms and establish the order of presentations. See Section 4 for a spreadsheet to assist with timing and program setup tips. ○ Hints for Establishing the Schedule: <ul style="list-style-type: none"> ○ Make no promises (acknowledge that the program will not work for everyone). ○ Accommodations may be possible if requests are received far enough in advance (e.g., conflicts with work or other commitments), but once an accommodation is made, you may receive many others and set a precedent. ○ For members participating in multiple categories, try to place one at the beginning of one program and the other at the end of another. Having them in the same or nearby rooms will also help. ○ For multiple family members, try to schedule them at the beginning of one program and the end of another, with nearby rooms if possible. ○ If asked, only give a guideline for when competitors are 	

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<p>speaking. For example, "Bobby-Sue is scheduled to speak at the beginning or near the end of the program. "Avoid exact timings to prevent issues like no-shows.</p> <ul style="list-style-type: none"> • Judges Assignment: <ul style="list-style-type: none"> ○ Assign judges to categories, keeping in mind any preferences or conflicts. • Program Preparation: <ul style="list-style-type: none"> ○ Prepare all paperwork for judges, room chairs and timekeepers. See Sections 4 and 8 for templates if this is your responsibility. • Supply Gathering: <ul style="list-style-type: none"> ○ Gather necessary supplies for packages. • Package Preparation: <ul style="list-style-type: none"> ○ Prepare individual packages for judges, timekeepers and chairpersons. ○ Ensure packages are available at the registration table on the day of the event. 	
<p>Day of the event (see section 7)</p> <ul style="list-style-type: none"> • Program Copies: <ul style="list-style-type: none"> ○ Provide copies of the program for participants and audience members to pick up. • Registration/Welcome Table: <ul style="list-style-type: none"> ○ Arrange for two people to man the registration table and mark off the names of participants and judges as they check-in. ○ Hint: Have them do this on multiple copies of the program and provide these to the room chairs, allowing them to determine if all participants have arrived at a glance. • Silver Collection: <ul style="list-style-type: none"> ○ If there is a silver collection, ensure a basket or bowl and possibly signage are available. ○ Ensure the contents of the collection are turned over to the chairperson, Area council treasurer, or a designated person. • Supplies and Signage (if this is your responsibility): <ul style="list-style-type: none"> ○ Box of Supplies: Refer to Section 7. ○ Room Signs: Include reminders to turn off cell phones and not to enter during a presentation. ○ Envelopes: Prepare for judges, timers and room chairs. 	
<p>Following the Event</p> <ul style="list-style-type: none"> • Pay Outstanding Bills: <ul style="list-style-type: none"> ○ Settle any outstanding bills (e.g. hall rental fee, caterer). • Submit Receipts and Invoices: <ul style="list-style-type: none"> ○ Send receipts and invoices to the Area Council treasurer. 	

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<ul style="list-style-type: none">• Update Binder:<ul style="list-style-type: none">○ Update this section of the binder with any necessary information.• Event Report Form:<ul style="list-style-type: none">○ Provide an Event Report Form to the committee chair with suggestions for the next event.	
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