



## Manitoba 4-H Council Inc. Communications Event Coordinator Checklist

### EVENT DETAILS

Event \_\_\_\_\_ M4HC  
Coordinator: \_\_\_\_\_ Liaison: \_\_\_\_\_  
Event \_\_\_\_\_ Event  
Location: \_\_\_\_\_ Date: \_\_\_\_\_

### COMMUNICATIONS TASKS (BEFORE THE EVENT)

- Book the facilities: Set a date and reserve an appropriate facility (e.g., church, school, community centre, etc.)
- Work within the allocated budget for facilities, refreshments, gifts, etc.
- Approach potential sponsors
- Arrange for judges, timekeepers and chairpersons (Don't limit yourself to 4-H Alumni)
- Organize any needed supplies (information packages, certificates/participant awards, judges' gifts, stopwatches, etc.)
- Notify Head Leaders and club contacts of event details, including M4HC liaison
- Prepare the program
- Purchase refreshments
- Prepare the facilities: Post signs to direct people to the event and set up podium and audience seating

### SETUP TASKS (DAY OF THE EVENT)

- Photograph competition rooms before setup ("before" picture)
- Set up Judge's/Timekeeper's table (allow for 4 people)
- Set up an additional table to hold Visual Presentations
- Place water bottles on the Judge's table (one for each Judge and Timekeeper)
- Place the Judge's packages on the Judge's table (alternatively, distribute them during the Judge's orientation session)
- Place tubs with ice and water outside all competition rooms
- Place the Judge's gifts in competition rooms for the Room Chairperson to distribute
- Place certificates in competition rooms OR the award presentation room
- Decorate competition rooms
- Set up Awards Ceremony Area (place trophies on the table, set up a podium if required, hang 4-H banners, decorate, etc.)
- Set up Registration Table (distribute evaluation forms, programs, facility maps, etc.)
- Assign each competition room a greeter/doorkeeper to direct people to the correct location and prevent event interruption
- Assign a Master of Ceremonies (MC) if desired
- Assign an Awards presenter
- Advise competitors where the Awards Event will take place
- Ensure the lunch area is prepared for the catering company (if applicable)
- Arrange media coverage, if desired (can be assigned to club reporter)

### EVENT DUTIES (AFTER THE EVENT)

- Return competition rooms to “pre-event” state (review “before” pictures)
- Send competition results to the Communications Committee Chairperson and M4HC Liaison
- Submit news releases to community publications, if desired
- Settle any outstanding event bills/invoices
- Submit receipts and invoices to the Area Council treasurer along with the completed Event Report Form (fillable) found on the accompanying USB or in Section 1 of Communications Binder. (The Event Report Form must be submitted by the Area Council treasurer along with invoices, to be reimbursed by M4HC).

For any questions or concerns, please reach out to your Club Support Coordinator or the Manitoba 4-H Council Program Coordinator.