

| Post Event – Task  | Date completed |
|--|----------------|
| <p><b>Following the Event:</b></p> <ul style="list-style-type: none"> <li>• <b>Send the Results:</b> <ul style="list-style-type: none"> <li>○ Send the results to the registration person for the next level of competition.</li> <li>○ Be sure to comply with the deadline provided.</li> </ul> </li> <li>• <b>Use Provided Forms:</b> <ul style="list-style-type: none"> <li>○ If forms are provided, please use them.</li> <li>○ If member event registration forms have been provided in advance, please give them to the members. If possible, have the members complete them and return them to you on the day of the event.</li> </ul> </li> <li>• <b>Pay Outstanding Bills:</b> <ul style="list-style-type: none"> <li>○ Pay any outstanding bills (e.g. hall rental fee, caterer, etc.) OR submit bills to the Area Council treasurer for payment. Be sure to use appropriate forms if any. Check in advance as your council may prefer those bills be made out directly to the Area Council.</li> <li>○ Submit receipts and invoices to the Area Council treasurer.</li> <li>○ Remember, a credit card/debit slip is not sufficient. You must have an itemized receipt/bill.</li> </ul> </li> <li>• <b>Complete Event Report Form:</b> <ul style="list-style-type: none"> <li>○ Complete an Event Report form and submit it to the Area Council treasurer. This is required to access funding from Manitoba 4-H Council and for post-event evaluation.</li> <li>○ Submit photos with photo release forms to Manitoba 4-H Council.</li> </ul> </li> <li>• <b>Update Planning Binder:</b> <ul style="list-style-type: none"> <li>○ Update your section of the planning binder with suggestions for the next planning committee.</li> </ul> </li> <li>• <b>Ask for Feedback:</b> <ul style="list-style-type: none"> <li>○ Ask for feedback from all committee members and provide a list of suggestions to the Area Council for the next planning committee.</li> </ul> </li> </ul> |                |