

## **Supplies for Recognition Presentation**

1. **Awards and Envelopes for Winners:**
  - Envelope labelled with champion, category and age group
  - Champion certificate
  - Letter from Manitoba 4-H Council to Champions (Area comp.)
  - Manitoba 4-H Council member event form and photo release (Zones)
2. **Awards for Winners**
3. **Envelopes for Participants:**
  - Grouped by category and alphabetically
  - Envelope labelled with category and age group
  - Participation certificate
  - Judges' Comment Sheets
4. **Tokens for Participants**
5. **Gifts for judges (if used)**
6. **Gifts for volunteers (Room chairs, timers, MC etc., if applicable).**
7. **Sponsor certificates (if used)**

### **Chairperson (MC)**

- Instruction sheet
- sample speech with a list of award recipients