



4-H PROGRAM ACTIVITY/
EVENT PLANNING OUTLINE

Attendance

Members _____ # Leaders _____

Males _____ # Females _____

Ethnicity

Black _____ # Hispanic _____

White _____ # Asian _____

Activity/Event: 4-H All Holiday Food Faire - 1994

Objectives: _____

Facility: SBF Hall Contact: _____ Telephone: _____

Address: _____ Rooms: _____

City: Kerman Date(s): _____ Time(s): _____

Projected Attendance: _____

Registration Fee/Entry Fee: \$100 -

Overall Chairperson: Tri-C Telephone: _____

Committee Names	Responsibility	Telephone
<u>Berry Wakida</u>		
<u>JoAnn Koda</u>		
<u>Ancilla Cheek</u>	<u>Registration</u>	
<u>Cathy Haupt</u>	<u>Set Up/Clean Up</u>	
<u>Sharon Starcher</u>	<u>1/2 of Judges</u>	
<u>Mary Jane Carlson</u>	<u>↓</u>	

Preplanning Check List (Put Dates When Completed)

Publicity: Flyers _____ Newsreleases _____ Postcards _____

Posters _____ Radio _____ Television _____

Guideline Articles

(attach contact and address, places, T.V. stations, radio stations, newspapers, and example)

Facility(s): Contract (attached) _____ Facility Cost _____

Program: Date due in office for printing _____
Cover Artwork _____ Content _____

EQUIPMENT NEEDS

In order to coordinate and utilize effectively all available resources, please list all equipment and supplies (include awards, program, etc.).

Item	Number Needed	Where/Who	Address	Telephone
Paper Rolls		Gerry Wakida		
ext cord		Cttaupt		
Posters		4-H Office		
Scissors, Tape		↓		
Pencils, Pens				
Regis Sheets				
CK Sheets				
awards/ribbons/medals				
Coffee pot, pitchers				
plates, forks, napkins				
Knives, spoons				
Coffee, tea, sugar, cream				
Tables, Chairs		SBF Hall		
Benches				
Bingo Set-Up		Kerman 4-H		
Prizes		Members		

SESSION/RESPONSIBILITY OUTLINE

Name _____ Telephone _____
 Address: _____ City _____
 Club: _____

Session/Responsibility: Awards

<u>Who Will Be Helping You?</u>	<u>Responsibility</u>	<u>Telephone</u>
<u>All Stars</u>	<u>present medals</u>	

In order to coordinate and utilize effectively all available resources, please list equipment and supplies needed (please include projectors, film, food items, and awards)

Item	Number Needed	Where/Who	Address	Telephone
Flags		4-H Office	1720 S Maple	456-7221
PA System		↓		
Ribbons/Medals				
4-H Banner				

Program Outline/Schedule

Time	Event/Session	Person In Charge	Telephone
Fri Nite	Set-Up	Kerman 4-H	846-9289
Sat	Registration		
	Judges Orientation	JoAnn Koda	
	Judging		
	Awards	All Stars	
↓	Tasting		
	Clean-Up	Kerman 4-H	

Follow-Up (include date sent)

Thank You Notes _____ (attach list)

Certificates and Awards Medals + Ribbons
(attach winners scores and awards; describe awards)

Sponsors (list name, address, item)

Program (attach copy)

Participants (attach sign-up sheet, if applicable)

Suggested Changes: Special Divisions w/sponsors
Beef, Lamb, Pork, Poultry, Fish + Seafood, Dairy Council
Oversize Category 2 x 3
mark table w/space allowance
Only participant can move display
2-3 adult monitors per table
roaming to answer questions etc
Identified w/badge or name tag
Standard place for judging cards
and recipes

Rules need to be specific and
Clearly stated

Agenda needs to be made up
and posted.

Call judges night/day before and
remind them of time and
thank them for helping.

Honorary Judges from local community

Entry fees - 50¢ per entry or flat fee \$1.50
Clubs have funds to help people w/problems

Speakers/Demo/Bingo/Workshop

CO-0128