



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 - 1988

Objectives: Holiday Food Faire is a gala and festive
all holiday baking and display event for Fresno
County 4-H members.

Facility: Farmers Market Contact: Roy Gerty Telephone 441-1009

Address: 2736 Divisadero (Freeway 41 + Tulare St) Rooms: _____

City: Fresno Date(s): Sat. Dec 10, 1988 Time(s): 8:00 a.m. - 1:30 p.m.

Projected Attendance: approximately 200

Registration Fee/Entry Fee: none

Overall Chairpersons: Gerry Wakida Telephone: 291-6322
Jo Ann Koda 233-9881

Committee Names	Responsibility	Telephone
<u>Gerry Wakida</u>	<u>Judges</u>	<u>291-6322</u>
<u>Jo Ann Koda</u>	<u>Judges</u>	<u>233-9881</u>
<u>Vicky Johnson</u>		
<u>Lee Skidmore</u>	<u>Judges Orientation</u>	<u>299-1306</u>
<u>Carol Ankenman</u>		<u>291-4284</u>

Preplanning Check List (Put Dates When Completed)

Publicity: Flyers ✓ Newsreleases ✓ Postcards _____
Posters _____ Radio _____ Television _____

Guidelines articles Nov. & Dec.

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

Facility(s): Contract (attached) NA Facility Cost none

Program: Date due in office for printing NA
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
P.G. System	1	4-H Office	1720 S. Maple, Fresno	488-3285
Butcher Paper				
Extension Cords	3			
Registration Sheets				
Check Sheets				
Judging Contest Sheets				
Banner- Signs				
Awards				
Badges				
Scissors, masking tape, pencils				
Coffee Pot- Pitchers				

Calculator
 Coffee - tea cups,
 sugar, creamer, spoons,
 forks, napkins,
 small paper plates
 Crepe paper
 Large knives - Committee members
 Tables (3'x8') 30 - Farmers Market
 Chairs 75 - Farmer's Market
 Trash bags 12 - Farmer's Market

SESSION/RESPONSIBILITY OUTLINE

Name _____ Telephone _____

Address: _____ City _____

Club: _____

Session/Responsibility: _____

<u>Who Will Be Helping You?</u>	<u>Responsibility</u>	<u>Telephone</u>
<u>All Stars</u>	<u>Awards Program</u>	
	<u>Presentation of 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	2 ^{U.S.} 4-H	4-H Office	1720 S. Maple, Fresno	488-3285
Awards (medals & ribbons)		"	"	"

Program Outline/Schedule

Time	Event/Session	Person In Charge	Telephone
Fri. Dec. 9-9:00 a.m.	Committee Meeting - Get ready ^(items) for Food Faire		
Sat. Dec. 10-8:00 a.m.	Farmer's Market - Set up for Food Faire		
9:00 a.m.-10:00 a.m.	Registration - Entries accepted		
9:00 a.m.	Judges Orientation		
10:15 a.m.	Judging begins		
approx. 12:30 p.m.	Awards Program (Presentation of medals)		
	Everyone invited to enjoy the "Goodies"		
approx. 1:30 p.m.	Clean-up		

Follow-Up (include date sent)

Thank You Notes 12-21-88 (attach list)

Compiled & published 4-H Holiday Food Faire Prize Winning Recipes - mailed with Thank you letter
~~Certificates~~ and Awards Medals: Ribbons *Medals - 4-H Catalog*
(attach winners scores and awards; describe awards) *Panel Pins Foods P310*
7 Bronze, 7 Silver, 8 Gold

Sponsors (list name, address, item)

Ribbons - The Trophy Shop

Program (attach copy) NA

Participants (attach sign-up sheet, if applicable)

Suggested Changes: Comments:

1) State in Guidelines - Complete recipes are required
including ingredients and instructions -