



4-H PROGRAM ACTIVITY/
EVENT PLANNING OUTLINE

Attendance

Members _____ # Leaders _____
Males _____ # Females _____

Ethnicity

Black _____ # Hispanic _____
White _____ # Asian _____

Activity/Event: Holiday Food Faire - 1987

Objectives: Holiday Food Faire is a gala and festive holiday baking and display event for Fresno County 4-H members. This event is an enjoyable and educational experience for Fresno County 4-H members.

Facility: Farmer's Market Contact: Chris Dubick Telephone 224-8770

Address: 2736 Divisadero Rooms: on 441-1009

City: Fresno, CA 93721 Date(s): 1st. Dec 5, 1987 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
JoAnn Koda 233-9881

Committee Names	Responsibility	Telephone
<u>Gerry Wakida</u>	<u>Judges-Food Judging Contest-signs</u>	<u>291-6322</u>
<u>JoAnn Koda</u>	<u>Judges-Food Judging Contest</u>	<u>233-9881</u>
<u>Low Martin</u>	<u>Registration-Set-up-"Badges"</u>	<u>855-2178</u>
	<u>for Judges-Clean-up-</u>	
	<u>Food Judging Contest</u>	
<u>Lee Skidmore</u>	<u>Judges' Orientation-Publicity</u>	<u>299-1306</u>
<u>Carol Ankenman</u>	<u>Food Judging Contest -</u>	<u>291-4284</u>
	<u>Tabulation</u>	

Preplanning Check List (Put Dates When Completed)

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

Guidelines 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

^{Supplies}
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.A. System		4-H Office	1720 S. Maple Av. Fresno	488-3285
Butcher Paper (white)		4-H Office		
Extension Cords		4-H Office		
Registration Sheets		4-H Office		
Check Sheets Judging Contest Sheets				
Banner - Signs -		4-H Office		
Awards (Medals & Ribbons)		4-H Office		
Badges - Judges		4-H Office		
Scissors, masking tape, pencils		4-H Office		
Coffee Pot - Pitchers		4-H Office		
Coffee, tea, cups, - sugar, creamer, spoons, napkins, forks, paper plates (small), crepe paper		4-H Office		
Calculator		- 4-H Office		
Large knives (6)		- Committee		
Tables (3'x8')	30	Farmer's Market		
Chairs (approx. 60)		Farmer's Market		
Trash (plastic) bags		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>
<i>All Star</i>	<i>Presentation Medals</i>	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Program Outline/Schedule

Time	Event/Session	Person In Charge	Telephone
<i>Fri. Dec. 4th 9:00 a.m.</i>	<i>Committee Meet - ^{#-H office} Judge Foods for Food</i>	<i>Judging Contest</i>	
<i>Sat. Dec. 5th 8:00 a.m.</i>	<i>Farmer's Market - Set-up Tables - cover with butcher paper</i>		
<i>9:30 a.m.</i>	<i>Judges arrive - Orientation</i>		
<i>9:00 am 10:00 a.m.</i>	<i>Entries accepted - Registration - 4-Hers set up display</i>		
<i>10:15 a.m.</i>	<i>Judging begins - Foods Judging Contest begins</i>		
<i>approx. 12:30 pm</i>	<i>Presentation of Medals following completion of Judging</i>		
	<i>- Following Presentation of Awards, Everyone is invited to enjoy the "Goodies"</i>		
<i>approx. 1:15 pm.</i>	<i>Clean-up</i>		

Follow-Up (include date sent)

Thank You Notes mailed 12-22-87 (attach list)

Certificates and Awards Compiled and published 4-H Holiday Good Faire Prize Winning Recipes (mailed with Thank you notes)
Ordered Medals Panel Pins - Foods - P310 - 4-H Catalog
(attach winners scores and awards; describe awards)
Ordered Ribbons - The Trophy Shop 486-0473
Sponsors (list name, address, item) Blue Green Participation

7 Bronze
7 Silver
8 Gold

Program (attach copy)

Participants (attach sign-up sheet, if applicable)

Suggested Changes Comments

1. Photo Session - after Awards, before Tasting Goodies
2. Workshop or Demonstration or Educational Session, relating to the Foods Project, going on same time as Judging of entries -