



4-H EVENT PLANNING CHECKLIST

Below is a generic checklist to use in working with a committee to plan a county competitive event. Some tasks may not apply to every event, but this comprehensive list will assist in making sure that all details are covered to insure a successful event.

Event Title:

Event Date/Location:

Target Completion Date	Task to be Completed	Person Responsible	Date Completed
	1. Identify and contact planning committee to organize and conduct event – involve adults and youth		
	2. Set event date		
	3. Book facility		
	4. Determine theme for event		
	5. Provide 4-H members with contest rules, competitive event date/location, project activity schedule, registration information for event		
	6. Determine and develop decorations for event, including things such as background music, lighting, etc.		
	7. Solicit donors to sponsor event (if financial support is needed i.e. facility rental, awards, judges, etc)		
	8. Order/secure awards		
	9. Identify and recruit group leaders for each age division (smaller contests may not need this!)		
	10. Recruit and secure judges		
	11. Provide judges with contest guidelines and score cards in advance		
	12. Develop script for the awards program		
	13. Assign speaking parts for the awards program and conduct a practice. This could be youth or adults. A special emcee might be needed for some events.		

