



# 4-H EVENT CHAIR RESPONSIBILITIES

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

ALLOCATED BUDGET: \_\_\_\_\_

## A. PLANNING

1. Review purpose and guidelines of event in binder in the 4-H Office.
2. Attend Selection & Events Committee meetings and submit progress reports every 2 months.
3. Outline event, develop calendar of deadlines with time lines of activities, and recruit committee members as necessary.
4. Prepare budget proposal.
5. Report to Selection & Events Committee your plan, budget and progress.
6. Publicize event throughout the county. Utilize GRAM and submit information by deadline on 10th of each month.
7. Indicate if 4-H Office needs to do a press release for the event.

## B. EVENT

1. Follow through with outline, making sure committee members understand their duties and accomplish them.
2. Attend event and coordinate activities.
3. Have a sign-in table. Have participants sign in. Hold medical release forms for the day. Return medical release forms to the 4-H Office at the end of the event.
4. Take digital photos for the GRAM and other means of publicity.

## C. REPORTING

1. Submit written critique/evaluation of event on provided County form. Submit sign-in sheet for the event.
2. Submit itemized financial report of all income and expenses.
3. Submit itemized inventory (beginning and ending) of supplies such as ribbons, medals, certificates, etc. Submit photos taken on disk.
4. Submit record of any and all specific information required to carry out the event (e.g. recipes, letters, list of donors, speakers, etc.)
5. Present Final Report at the first Selection & Events Committee meeting following the event.
6. Place a follow up article in the GRAM or do another press release.

# PRE EVENT CHECKLIST

Date Done		Time Frame	
_____	<input type="checkbox"/>	2 wks prior	Invite media
_____	<input type="checkbox"/>	1 mo prior	Do press release
_____	<input type="checkbox"/>	1 mo prior	Submit GRAM article
_____	<input type="checkbox"/>	1 mo prior	Create and distribute posters
_____	<input type="checkbox"/>	1 mo prior	Make reservation for hanging event banner (if appropriate)

# POST EVENT CHECKLIST

Date Done		Time Frame	
_____	<input type="checkbox"/>	10th of month after the event	Do a follow up article for the press and/or GRAM
_____	<input type="checkbox"/>		Photo distribution
_____	<input type="checkbox"/>	next mtg	Report to Selection & Events Committee at the meeting following the event