

Organizer's Checklist

Beginning of the 4-H Year:

- Select a committee and appoint a chairperson.
- Set a date that is at least 2 weeks before the next level of competition.
- Choose and confirm a facility with at least one alternate.
- Obtain Judge's Orientation Packages, Comment, Score, Placing, Time and Teller Sheets from the Provincial 4-H Office or Alberta 4-H website.

6 Weeks Before The Competition:

- Select and contact judges for prepared speeches and impromptus.
- Recruit officials and helpers.
- Recruit greeters (perhaps members) to welcome guests, distribute programs and direct speakers and judges.
- Arrange for people to set-up and clean up the event.
- Promote the event.
- Obtain 'thank-you' items.
- Ensure access to P.A. system, microphones, podium and tables.
- If providing food, arrange applicable details.

2 Weeks Before the Competition:

- Determine the speaking order and make a program.
- Prepare materials. (Judge's Packages, etc.)
- Make extra comment, score, placing, time and teller sheets.
- Confirm facility and attendance with judges, officials, helpers and greeters.

1 Week Before the Competition:

- Gather materials for the event: notepads, pencils, erasers, stop watches, calculators, water jugs (for judges), drinking glasses and tables.

Day of the Event:

- Meet with judges before the event to clarify procedures.
- Meet with speakers, emcee and timers to relay speaking order.
- Thank sponsors, judges, emcee and officials.

After the Event:

- Prepare and distribute a news release.
- Inform winners about the details of the next level of competition.

Supply List:

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| ✓ Pens, Pencils and Erasers | ✓ Water Jugs and Glasses |
| ✓ Calculators and Stopwatches | ✓ Camera and Film |
| ✓ Scrap Paper/Notepads | ✓ Tables, Chairs and Podium |
| ✓ Time Cards | ✓ Required A/V Equipment |
| ✓ Nametags | ✓ 4-H Resources and Materials |
| ✓ Food Related (napkins, forks) | ✓ Thank-You Cards/Gifts |