



# 4-H COMMITTEE RESPONSIBILITIES

## EVENT CHAIRPERSON

- Responsible for coordinating and leading planning efforts for the committee
- Secure date, location, fee, speakers, etc.
- Develop detailed agenda
- Send out initial letter and event information (coordinate with D12 4-H Staff)
- Develop event budget with 4-H specialist or DEA
- Manage logistics, setup, agent assignments for event
- Help set up events on any program required to make sure it accurate and ready for the day of
- Delegate specific duties to Planning Committee (i.e., meeting recorder, supply list development, tech support...)
- Schedule, coordinate and conduct timely planning committee meetings (include PC and D12 staff)
  - Initial meeting to set event specifics and potential responsibilities of the planning committee
  - Monthly update meetings
  - Six months prior, have assignments, location, and awards determined (if required, have guest speaker at this time secured)
  - 2 weeks prior to event to discuss/resolve details
  - Days prior to event to finalize and iron out details (dry run event?)
  - After event for wrap up, evaluation, debriefing, and suggestions for next year

## PLANNING COMMITTEE

- Responsible for supporting Event Chair to plan and coordinate the event (agenda, logistics, setup, run-of-event)
- Attend and actively participate in all scheduled Planning Committee meetings
- Act on specific assignments given by Chair as needed to carry out event plans
- Assess and develop list of supplies (awards, targets, refreshments/food, signage)
- Assist in finding volunteers and judges within in your county for the event
- Source all equipment and systems needed
- Connect with vendors for specific purchases
- Fill in where needed on day of event

## SUPPORT COMMITTEE

- Responsible for assisting throughout the planning process and the event
- Review all event material and prepare in advance
- Arrive early on day of event and provide full support
- Schedule and manage test run on day of event and troubleshoot
- Fill in as needed on day of event (registration, judging, ushering participants/volunteers/guests)
  - Act on specific assignments given by Chair as needed to carry out event plans





# 4-H EVENT PREP CHECKLIST

(District Office)

- Event Announcement Letter
  - Updated by DEA or 4-H Specialist & Event Planning Committee Chairperson
  - Event logistics finalized by Planning Committee
  - Develop event registration on 4-H Online
  - Email to all Agents
  - Post on D12 4-H website
- 4-H Online registration certification
- Registration spreadsheet download and organization
- Event items ordered (targets, awards, shirts, etc.)
- Certificates printed
- Event day prep - work with committee and District staff
  - Program
  - Sign in sheets
  - Nametags
  - Scorecards
  - Signage
  - Award/Certificate organization
  - Judging Packets
  - Safety equipment
  - Week of... Prep box with all event materials and supplies
- Fiscal Items
  - Concur – Payment Requests & Deposits (finalize and process asap, w/i three days post event)
    - Keep your own tally of event financials for posting on ledger later through Excel
    - All event financials MUST reference a District 4-H event (FASH, RUP, EC, LAB, EC, etc.)
- Scan Scoresheets (if any) for file, then cut off scores leaving comments intact and return to counties for participant distribution
- Post Official Results on website and notify Agents
- Organize Event File for storage (verify 4-H retention of event materials with District Office Manager)
- Share event suggestions and recommendations with planning committee for benefit of future events.



# 4-H EVENT PREP CHECKLIST *(Event Chair)*

- Event Announcement Letter
  - Review and correct dates, times, location, and registration
  - Updated the DEA or 4-H Specialist & D12 4-H Staff for publishing
  - Event logistics finalized by Planning Committee
  - Test run event on 4-H Online, check for errors
- Send agents their assignments and do judges orientation
- Registration spreadsheets download and organization by contest and age divisions
- Assure items are ordered (targets, awards, shirts, etc.)
- Certificates printed and signed by DEA and 4-H Specialist
- Assist the D12 Staff in Event Prep
  - Program
  - Sign in sheets
  - Nametags
  - Scorecards
  - Signage
  - Award/Certificate organization
  - Judging Packets
  - Safety equipment
  - Decorations
  - Week of... Prep box with all event materials and supplies
- Fiscal Items
  - Assist the D12 Office in securing invoices, payments, and receipts
  - Turn in any receipts to the D12 Office if using a District payment method
- Share event suggestions and recommendations with planning committee for benefit of future events.