



Event Timeline

6 to 9 Months before Event

- Confirm that you will be event coordinator.
- Clarify with Extension personnel the requirements for space to hold event – custodial fees, certificates of insurance, restroom availability and location accessibility.
- Confirm date, place and facility policy for place event will be held and send to the 4-H office. All contracts are signed at the State UNH Cooperative Extension office.
- Review and update rule or information packet for event.
- Hire or confirm judge now or at the appropriate time for event and submit information to 4-H office for completion of employment papers.
- Check award and recognition needs – ribbons, trophies. Submit order to 4-H office.

3 to 6 Months before Event

- Confirm the volunteers and personnel needed at event.
- Check needed supplies for event; have the 4-H office order needed supplies.
- Confirm for judging events the items, animals or farms needed.

1 to 3 Months before Event

- Tour site of event, if possible. Construct diagram of location for sign placement, suitability of activity and to determine risk management needs.
- Request Certificate of Liability Insurance from 4-H office.

3 Weeks to 1 Month before Event

- Collect and review entries, medical and code of conduct forms and IDs if appropriate.
- Review materials for event, create checklist, and make arrangements to obtain needed materials.
- Check with Extension personnel on special accommodations individuals may need to participate.
- Send confirmations and directions to volunteers working the event.
- Prepare event notebook with Extension personnel including accident forms, incident report forms, copies of contracts for facility, judges, food, lists of volunteer helpers and Extension Risk Management fact sheet, etc.

1 Week Ahead

- Assemble with Extension personnel using checklist, all copies of materials needed for event: references, tests, cards, equipment, laptops, awards, score sheets, etc.
- Confirm with Extension personnel the contact information you may need on day of event.

Day of Event

- Conduct orientation of event personnel.
- See that signs are put in appropriate places.
- Welcome participants.
- Provide support for volunteers and participants.
- Take part in award presentations.
- Help disassemble event, remove signage and verify facility is left in appropriate condition.

1 Week after Event

- Compile results of event and write news release with Extension staff.
- Meet with Extension personnel and review event.
- Submit any suggestions, changes for the event in the future.
- Do award and supplies inventory.
- Write thank you notes to judges, volunteers, farms or other contributors.
- Submit suggestions for conducting the event in the future.
- Maintain and submit necessary reports in a timely manner including a record of volunteer hours and duties performed.

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