



4-H Grilled Cheese Challenge Event Guidelines Checklist

Space

- The Challenge could be held in a **cafeteria, gymnasium, or classroom**, access to a kitchen is nice.
- The space needs to have access to multiple **15 amp** circuits.
- Multiple **extension cords** and/or **power strips** depending on how many grills/griddles.

Set up/Registration (Pre-registration for the Challenge is encouraged!)

- Table and chairs** set up for someone to check in teams as they arrive.
- Registration chart** to collect team names and information. (Use pre-registration information if available.)
- Tables for Competitors**, outlet accessible.
- Tables for storing** coolers or place to store – at least 6” off ground.

Cooler Check In

- Volunteer** – who can check supply box and cooler to ensure food safety practices and adherence to contest guidelines.
- Stickers** – are helpful to mark the checked teams boxes and coolers.
- Thermometer** – to check the temperature of the cooler. (40 degrees or below)

Volunteers

- **6-7 Volunteers** are needed for the following roles. (Some roles can be combined)
- Registration** – to check in and record all participants, first cooler check and set up score sheets with team/participant names.
 - Guidelines/Best Practices Checklist** – make sure all entries are following best practices.
 - Judges** – at least two for local/county events, the 4-H Makers Expo will have three judges.
 - Score Keeper/Timer** – to keep score to track the event cycles.
 - Designate an area** for adult supervisors during contest. The area should provide access to teams but allow for 4-H'ers to remain independent.