Date of Event: _____

Attendance: _____

4-H Program Activity/Event Planning Outline

Activity/Event Name: _____

Objectives (what do you want members to know/learn/do/gain from this event):

_____

_____

_____

_____

Date(s): _____ Time(s):_____

Facility: _____ Contact: _____ Phone:_____

Address:_____ City: _____

Committee Members

Overall Chairperson:_____ Phone:_____

Committee Names	Responsibility	Telephone Number

Committee Member Notes

What questions do we have about our responsibilities?

Use this section to write down questions as you think of them. Make sure to bring them up at your next committee meeting!

Planning Checklist (Fill in blanks with dates completed)

Publicity: Flyers_____ Newsreleases_____ Postcards_____

Posters_____ Radio_____ E-mail Notifications_____

(attach contact and address information for radio, TV stations, newspapers, etc.)

Facility: Contract (attach) _____ Facility Cost _____

Program: Date due for printing_____

Cover artwork _____ Content _____

Equipment Needs

In order to coordinate and utilize effectively all available resources, please list all equipment and supplies (include awards, program, chairs, sound system, gavel, etc.)

Item	Number Needed	Where/Who	Address	Telephone

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Program Outline/Schedule

Time	*Event/Session*	*Person in Charge*	*Telephone*

Finishing Touches

- Certificates and Awards (attach winners scores and awards; provide descriptions of awards)
- Sponsors (list name, address, and item sponsored so they can be recognized at the event!)
- Program (attach a final copy for your records)
- Participants (attach a sign-up sheet, if possible)
- Thank You Notes (date sent): _____ (attach list)

Suggested Changes to the Event:

_____
_____
_____
_____
_____
_____