

## **Ventura County 4-H Meetings and Events Timeline:**

### **Please provide the following**

#### **90 days before:**

- Notify 4-H Office of the event or meeting
- Create and submit a flyer to the 4-H Office including the following:
  - ✓ Name of event
  - ✓ Description of event
  - ✓ Date
  - ✓ Time
  - ✓ Place including full address and location within facility
  - ✓ Registration deadline
  - ✓ Requirements for participation including 4-H member classifications, project requirements, and fees.
  - ✓ Who to contact for more information
  - ✓ Special needs accommodations
- Start working with 4-H Office to create a registration survey.
- Proceed to **Facilities Use Agreements** (below)

#### **60 Days before the Event or Meeting:**

- Provide finalized details and registration information for Clover Lines and 4-H Calendar

#### **30 Days before the Event:**

- Details are published and distributed in Clover Lines

#### **2 weeks before the Event:**

- Provide wording for an e-mail reminder to be sent out by 4-H Office

### **Facility Use Agreements Timeline:**

#### **90 Days before the Event or Meeting:**

- Check that the facility is available
- Provide a blank application from the facility for the 4-H Office to complete
- Provide an additional copy of the application with information penciled in
  - ✓ If the facility uses an online application system provide the following:
    - Link to online system
    - ✓ Purpose for facility use
    - ✓ Date and Time including Set-up and Clean-up
    - ✓ All rooms, bathrooms, kitchen, etc. needed
    - ✓ Special needs requirements
    - ✓ Equipment requested from facility
    - ✓ Personal equipment that will be used
    - ✓ List of animals involved in the event
    - ✓ Food and/or drink to be served
- Provide a check with required fees and deposits
- 4-H contact person for the event including: name, cell number and email address

For assistance please contact Ventura County 4-H Office, [vesgonzalez@ucanr.edu](mailto:vesgonzalez@ucanr.edu) or 805.645.1478