

4-H Event Checklist

There are many preparations and details that will need your attention before a successful 4-H event can take place. You can use the checklist below to ensure you have everything you need for an upcoming event.

Event _____

Date _____

Staff Member Responsible _____

Task	Date Completed	Notes
------	----------------	-------

Release)		
Parents' meeting or details letter		
Pre-registration		
Registration		
Printed agenda or program		
Photos		
Evaluation		
Post Event Details		
Follow-up letter		
Thank-you notes		
Newspaper article		
Reports completed		
Documentation filed		
Impact statement		
Other _____		
Other _____		