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		

Pr

Emergency plan	
Insurance secured (American Income Life or other)	
Equipment	
Materials	
Adult Volunteer Chaperones	
Certified	
Teen Leaders	
Cost Recovery Form (Projected Budget, Refund Policy)	
Registration form	
Newspaper coverage	
Event promotion	
School Permission Youth Forms (Code of Conduct and Medical Info &	

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	