

4-H ACTIVITY/EVENT PLANNING CHECKLIST

This checklist should be used by the chairman of each 4-H Activity/Event Planning Committee.

Activity/Event: _____

Date:

- Program Development
 - Objectives Identified
 - Target Audience
 - Age Appropriate Activity

- Planning Committee
 - Role Description
 - Youth Members
 - Adult Members
 - Chair
 - Unit Staff Contact

- Logistics
 - Date
 - Time
 - Location
 - Site Review
 - Food/Refreshments
 - Equipment Identified
 - Equipment Usage Reviewed
 - Resource People
 - Transportation

- Registration Deadline Determined

- Marketing & Promotion
 - Newsletter Article
 - News Release
 - Radio/TV PSA's
 - Media Release Statements Prepared
 - Personal Contact
 - Members/Families
 - 4-H Leaders
 - Federation or 4-H Ambassadors
 - Community Leaders
 - Others

- ___ Financial Data
 - ___ Event Budget

- ___ Risk Management Strategies
 - ___ Completed Health Forms for Each Participant
 - ___ Insurance
 - ___ Accident/Medical Insurance
 - ___ Vehicle Insurance
 - ___ Liability Insurance
 - ___ Certificate of Insurance Secured
 - ___ Emergency Action Plan
 - ___ First Aid Kit Available
 - ___ Emergency Telephone List
 - ___ Availability of Telephone

- ___ Transportation
 - ___ Mileage Availability
 - ___ Car Pool (check valid drivers license and insurance coverage)
 - ___ Bus (are they on the "Approved Bus Charter List")
 - ___ Other

- ___ Adult Supervision/Volunteers/Teachers
 - ___ Volunteer Role Descriptions Created
 - ___ Contacts Completed
 - ___ Extension Volunteer Application Completed
 - ___ Extension Volunteer Application Approved
 - ___ Volunteer Screening Process Completed
 - ___ Volunteer Screening Application Approved
 - ___ Orientation and Training Completed
 - ___ Review Behavioral Guidelines
 - ___ Code of Conduct Developed and Reviewed
 - ___ Appropriate Ratio of Youth and Adults Secured
 - ___ Evaluations Completed
 - ___ Thank You Notes Completed and Sent

- ___ Participants
 - ___ Role Descriptions Created and Reviewed
 - ___ Review Behavioral Guidelines
 - ___ Review Code of Conduct
 - ___ Completed Informed Consent Forms Returned
 - ___ Media Release Forms Returned
 - ___ Training Provided for Youth Leadership in Activity
 - ___ Training on Safe Use of Equipment Provided

- Follow-up Publicity
 - Activity/Event Review
 - Activity/Event Participant Interview
 - Local Media Follow-up

- Evaluation of Event
 - Conduct Event/Activity Evaluations (with participants and committee)
 - Event/Activity Report and Documentation Filed
 - Reflections by participants and volunteers

- Event/Activity Files
 - Develop a File for Each Event/Activity
 - Maintain File Copies of Significant Planning and Implantation Information
 - Publicity
 - Schedules, Registration Forms, Class Rosters, Attendance Sheets, etc.
 - Insurance Forms
 - Evaluation Forms and Evaluation Summaries

- Other
 - Items for Future Consideration
 - a.
 - b.
 - c.

