



# 4-H Hosting Checklist



- Show your 4-H pride by wearing a 4-H shirt and appropriate shoes – NO FLIP FLOPS
- Turn cellphones on vibrate or silent and keep them put away
- Greet visitors and welcome them to the Howard County 4-H Building:
  - Encourage them to explore the exhibits but to please not touch
  - If they would like to view a write-up or binder, have them ask a host/hostess and they will get it for them
- Monitor the silent auction basket bids by ensuring:
  - Youth are not bidding without parent permission
  - Name and phone numbers are listed for each bidder
- Answer any questions visitors may have to the best of your ability
- Encourage visitors to participate in the activities offered in the building:
  - Conservation Trailer (outside)- Friday
  - Iowa Corn Mobile Educational Trailer (outside) – Saturday
  - Carolan (outside) – Saturday
- Check pots of flowers and water them if needed
- Keep the coloring tables tidy
- Ensure the building is clean by: (REQUIRED for closing shift)
  - Sweeping floors (if needed)
  - Pick up garbage left behind and throw away in the dumpster by the grandstand
  - Empty garbage bins when needed and place a clean garbage bag back into the bin

**Have fun and smile 😊**