

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
Program/activity plans or lesson plan		
Alternate agenda or plan (rain plan)		
Location/Facility Arrangements		
Transportation		
<i>Driver</i>		
Emergency plan		
Insurance secured (American Income Life or other)		
Equipment		
Materials		
Adult Volunteer Chaperones		
<i>Certified</i>		
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 _____		