



Pre-Event Planning Guide

Title of Event/Activity: _____

Individual(s) Responsible for Coordinating Event: _____
(Name)

Position	Email	Phone Number You Can Be Reached at Event
_____	_____	_____
(Name)		

Position	Email	Phone Number You Can Be Reached at Event
_____	_____	_____

Event:

- County
- Multi-County (District)
- State
- National

Event Occurrence:

- New Event (First Time)
- Reoccurring

Type of Event/Activity:

- Fundraiser
- Retreat/End of Year Trip
- Competition
- Conference/Seminar
- Social Program
- Program
- Camp School Enrichment
- Organized 4-H Club
- After-School Program
- Special Interest Classes/ Clinics
- Other

Scheduled Date(s) of Event/Activity:

Start _____ End _____

Scheduled Time(s) of Event/Activity:

Start _____ End _____

Location(s) of Event/Activity:

Primary: _____

Backup: _____

(In Case of Weather)

Number of Youth Attending: _____ Number of Adults Attending: _____
(Estimate number and remember you must have a 10:1 ratio☺)

How does this event/activity promote the mission of the 4-H Club:

Provide a brief description of the event/activity that you are planning(List all possible activities youth will be engaging in):