4-H ACTIVITY OR EVENT

PLANNING FORM SHEET

4-H Community Clubs

(Adapted by Cheryl Fraser from Chris Viau, University of Wisconsin Extension, Wisconsin 4-H 2009)

This form serves as a planning tool for a committee, 4-H member or 4-H volunteers as they plan a club or committee activity or event. It answers the critical questions of what will happen, who will do it, when will it happen and how will we know if we are successful. The secretary should keep this form in the 4-H club or committee binder along with their calendar of events.

**Name of Activity:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chairperson(s**):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone #’s**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emails:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identify audience, need for the event, and educational purpose:**

 **Target Audience:**

 **Need/educational purpose:**

**Registration Due Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cost/person**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total cost of activity and how it will be funded**: (Attach a budget if appropriate)

**Transportation Arrangements**:

**Anticipated Number of Participants**:

\_\_\_\_\_Members \_\_\_\_\_Leaders \_\_\_\_\_Parents \_\_\_\_\_Other:\_\_\_\_\_\_\_\_\_\_\_\_\_

**How will participants be informed of this activity?**

\_\_\_\_\_Club Meeting \_\_\_\_\_ Club Newsletter/mailing \_\_\_\_\_Project Meeting

\_\_\_\_\_Club Handbook \_\_\_\_\_ Telephone Call \_\_\_\_\_ Email \_\_\_\_\_Social Media

\_\_\_\_\_County 4-H Newsletter or Website (List Month) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Letter from the Extension Office (Confirm with 4-H Youth Development Staff Person)

\_\_\_\_\_Newspaper Article

\_\_\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TIMELINE**

|  |  |  |
| --- | --- | --- |
| **Task** | **Date to be Completed** | **Responsible Person(s)** |
| Determine location, date, time |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Thank you notes/Newspaper articles |  |  |

**Supplies Needed?**

\_\_\_\_\_ Registration Forms \_\_\_\_\_ Pencils/Pens \_\_\_\_\_ Camera/Film

\_\_\_\_\_ Parent Permission Forms \_\_\_\_\_ Paper \_\_\_\_\_ Video Camera

\_\_\_\_\_ Health Forms \_\_\_\_\_Tape \_\_\_\_\_ Projector/Computer/

\_\_\_\_\_ Programs \_\_\_\_\_Stapler/staples \_\_\_\_\_ Sound System/Mic.

\_\_\_\_\_ Ribbons \_\_\_\_\_ Markers \_\_\_\_\_ Radio/Boom Box

\_\_\_\_\_ Certificates \_\_\_\_\_ Post-it Notes \_\_\_\_\_ Extension Cords

\_\_\_\_\_ Posters/Signs \_\_\_\_\_ Stopwatches \_\_\_\_\_ Project Literature

\_\_\_\_\_ Food *List*: \_\_\_\_\_Decorations *List*:

\_\_\_\_\_ Trophies/Plaques/Medallions

\_\_\_\_\_ Flip Chart/Flip Chart Paper/Markers

**List other supplies needed:**

**Other notes about this activity:**