

# Speech & Demo Contests ~ Project Expo

## ✓ ✓ Check List ✓ ✓

	<b>NOTES/COMMENTS FOR NEXT EVENT</b>
<p><b>Prior to Contest</b></p> <ul style="list-style-type: none"> <li>_____ contact school early to reserve date</li> <li>_____ advertise in Footnotes</li> <li>_____ prepare registration form</li> <li>_____ send letter to school superintendent &amp; janitor</li> <li>_____ prepare schedule and send to participants</li> <li>_____ make sure letter includes dress code requirements</li> <li>_____ contact judges/send letter</li> <li>_____ letter to club in charge of lunch (email)</li> <li>_____ letter to club assisting with Speech &amp; Demo contests (email)</li> <li>_____ letter to club assisting with Expo (email)</li> </ul>	
<p><b>Registration Table</b> (do envelope)</p> <ul style="list-style-type: none"> <li>_____ signs – “4-H Speech Contest” ~ “Project Expo” ~ “Demo Contest”</li> <li>_____ “Register Here” signs</li> <li>_____ “Food Stand” signs</li> <li>_____ “Preparation Room” sign</li> <li>_____ Awards Presentation sign</li> <li>_____ Judges Room sign</li> <li>_____ 6 – 4-H (green) signs</li> <li>_____ 6 – arrow signs</li> <li>_____ tape (masking)</li> <li>_____ pencils &amp; pens</li> <li>_____ copies of schedule (2012/ran 40/24 back Speech/Demo, 25/14 back Expo)</li> <li>_____ easels (1 blue, 1 silver)</li> <li>_____ \$5 start cash in cash bag – patches, pins, spray adhesive</li> <li>_____ portable podium (if needed)</li> <li>_____ schedules for table to check off names as they register</li> <li>_____ “Title of Presentation” slips (registration packet)</li> <li>_____ “Length of Presentation” slips (room monitor packets)</li> <li>_____ Sets of numbers (green) for Expo (for participant to attach to their display)</li> </ul>	<ul style="list-style-type: none"> <li>- extra copies of schedule will be needed (5-10) for each judges folder, registration table, door of each room, each room manager, master schedule for Maxine</li> <li>- can run B to B</li> </ul>
<p><b>Judges - (Folders for Speech/Demo) (Clipboards for Expo)</b></p> <ul style="list-style-type: none"> <li>_____ name tags</li> <li>_____ room schedules for Speech/Demo – Expo schedule</li> <li>_____ Speech/Demo eval forms for each participant (have names on them)</li> <li>_____ Expo evaluations (put # of display on each form)</li> <li>_____ winner forms</li> <li>_____ blank evaluation forms/blank paper</li> <li>_____ thank you w/\$30 check</li> <li>_____ food coupon for lunch</li> <li>_____ pencils/pens</li> </ul>	<ul style="list-style-type: none"> <li>- 1 per judge</li> <li>- New 2013 – highlight category, age division, name</li> <li>- time limits for categories (speech &amp; demo)</li> </ul>

	NOTES/COMMENTS FOR NEXT EVENT
<b>Short Takes</b> (do envelope) <input type="checkbox"/> short takes topics <input type="checkbox"/> pencils <input type="checkbox"/> note cards <input type="checkbox"/> timer <input type="checkbox"/> writing guidelines for short takes participants	
<b>Room Managers</b> (1 envelope for each room) <input type="checkbox"/> name tags, pencils, markers, masking tape <input type="checkbox"/> slips for length of presentation time to give to judges (speech/demo) <input type="checkbox"/> list of room manager duties <input type="checkbox"/> schedule for the room <input type="checkbox"/> timers (2 or 3) <input type="checkbox"/> room signs (11 x 17) <input type="checkbox"/> "Awards Presentation" sign <input type="checkbox"/> "No Food or Drink" sign	Expo Helpers (2) (on clip boards) <input type="checkbox"/> responsibilities <input type="checkbox"/> participant list <input type="checkbox"/> pencils
<b>Awards Presentation</b> <input type="checkbox"/> medals from Pat's Trophies <input type="checkbox"/> participation ribbons for each youth <input type="checkbox"/> 6 Honorable Mention ribbons (speech, demo, expo) <input type="checkbox"/> 6 grand champion ribbons (Expo) <input type="checkbox"/> letters for Expo winners/hon mention (include State Fair hotel/motel list) <input type="checkbox"/> PA system & extension cord (if needed) <input type="checkbox"/> green skirting & tablecloth for table (2 each)	
<b>Other Supplies</b> <input type="checkbox"/> photographer form, digital camera, batteries (Group pictures of winners for Speech – 2 pictures of each Expo participant) <input type="checkbox"/> blue supply box (good supply of paper clips) <input type="checkbox"/> Health Form Box <input type="checkbox"/> Maxine's Folder <input type="checkbox"/> judges speech orientation <input type="checkbox"/> awards presentation script <input type="checkbox"/> 4-H Communication Arts booklet <input type="checkbox"/> copies of letters (school, participants, judges, etc) <input type="checkbox"/> master schedules for Speech & Expo <input type="checkbox"/> 6-8 trays for Demo <input type="checkbox"/> extension cords (2)	
<b>After Contest</b> <input type="checkbox"/> process pictures/e-mail news releases <input type="checkbox"/> Expo participant Info sheet/"Great Job" picture to each participant <input type="checkbox"/> winner letters with request to send thank you to Cass County Farm Bureau for sponsoring awards <input type="checkbox"/> thank you's to <input type="checkbox"/> room managers <input type="checkbox"/> food stand club w/check for judges lunches <input type="checkbox"/> club in charge of registration <input type="checkbox"/> school superintendent & janitor with payments	

# Red River Valley Fair

## ✓ ✓ Check List ✓ ✓

### CARRY HAND HELD RECORDER WITH AT FAIR TO RECORD IDEAS

FAIR BOOKS	NOTES/COMMENTS FOR NEXT EVENT
<p>_____ Fair Book should be ready for web in March</p> <ul style="list-style-type: none"> <li>* Clothing – take pattern guides home (change in book about where to put exhibit tag for clothing)</li> <li>* Do Your Own Thing – take home</li> <li>* Foods – recipes – take home</li> </ul> <p>_____ E-mail to other counties when fair book is on the web</p> <p>_____ Do a news release so that people know its coming (deadline to register, especially the 4-H Horse Show)</p>	
<p><b>Exhibit Tags</b></p> <p>_____ Order tags in early March from Distribution</p>	
<p><b>Judges</b></p> <p>_____ Judges Recruitment Letter (by e-mail)</p> <ul style="list-style-type: none"> <li>* send in early May</li> <li>* address label for judges (need to use more than once)</li> </ul> <p>_____ Send judges letter</p> <ul style="list-style-type: none"> <li>* includes fair book, judges list, comment sheet</li> <li>* July 1999 – What’s the Scoop – Judging 4-H Projects</li> <li>* labels for front of fair book &amp; address labels (saved)</li> </ul> <p>_____ Send list of judges to fair office for checks before fair</p> <p>_____ Judges Thank You’s (have ready to give out on judging day with checks) (nice if they are hand written)</p> <p>_____ Judges List (check to see if judges list has been put together)</p> <p>_____ Judges Boxes (packed out at fairgrounds for the next year)</p> <ul style="list-style-type: none"> <li>* labels for outside of boxes (saved)</li> <li>* see checklist for boxes (<a href="#">J:/4-H/Fairs/RRVF/Judges/judgesboxck.doc</a>)</li> <li>* check extra supplies</li> <li>* judges boxes are done except for adding ribbons</li> </ul> <p>_____ Comment Sheets</p> <ul style="list-style-type: none"> <li>* order in May so ready to put in boxes at fair for next year</li> </ul> <p>_____ Lot Signs for Interview Judging Day (laminated)</p> <ul style="list-style-type: none"> <li>* check over to add new projects or take out deleted ones</li> </ul> <p>_____ Ribbons – order from FRS in early March so we can have time to attach champion stickers before putting in boxes</p> <p>_____ Project Champion stickers are saved on computer</p> <ul style="list-style-type: none"> <li>* need to update yearly for new &amp; discontinued projects</li> </ul> <p>_____ Ribbon Stickers (have on hand to put in boxes for next year)</p> <p>_____ Judges Assistants Job Descriptions (update if needed/put in boxes)</p> <p>_____ Lot Books with Champion Sheets</p> <p>_____ Listing with number of entries in each class/lot</p>	

	<b>NOTES/COMMENTS FOR NEXT EVENT</b>
<p><b>Volunteers</b></p> <ul style="list-style-type: none"> <li>_____ Volunteer recruitment letters to all families – not just leaders &amp; teens (early May)</li> <li>_____ Volunteer schedule letter as early as possible</li> <li>_____ Clean Up &amp; Set Up letters to all members of clubs signed up</li> <li>_____ Letters to members of clubs assigned for Baking Day</li> <li>_____ Letters to volunteers for Display Day</li> <li>_____ Letters to clubs assigned for clean up after fair</li> </ul>	
<p><b>Judging Assistants Orientation</b></p> <ul style="list-style-type: none"> <li>_____ Building Superintendent meets with assistants while agent meets with judges</li> <li>_____ Judges Assistant Orientation Handout</li> <li>_____ Malinda Lindstrom – do a sample food display for assistants and orientate food people</li> </ul>	
<p><b>Fair Manager</b></p> <ul style="list-style-type: none"> <li>_____ Letter in early January with requests from 4-H Fair Committee</li> <li>_____ Meet with manager in February</li> <li>_____ Letter to manager about set up needs</li> <li>_____ Phone – Using Cells</li> <li>_____ Letter with list of fair pass requests (if gate is not free)</li> </ul>	
<p><b>Set Up Days</b></p> <ul style="list-style-type: none"> <li>_____ Adults &amp; Older Kids – there is not enough for younger kids to do – young kids have to work with adults that bring them</li> <li>_____ Remember to visit with manager about their staff setting up</li> <li>_____ Butcher Paper</li> <li>_____ Green Skirting</li> <li>_____ Judges Boxes</li> <li>_____ Lot Signs on Stands</li> <li>_____ 4 caster roller furniture movers (in store room)</li> <li>_____ Bring appliance carts</li> <li>_____ Check cleaning supplies</li> <li>_____ Cleaning check list (find it)</li> <li>_____ Layout drawings with pictures</li> </ul>	
<p><b>Building Superintendent</b></p> <ul style="list-style-type: none"> <li>_____ Set Up schedule with superintendent</li> </ul>	
<p><b>Display Day</b></p> <ul style="list-style-type: none"> <li>_____ GUIDELINES TO DISPLAYERS</li> <li>_____ <a href="J:/4-H/Fairs/RRVF/General/displayers.doc">J:/4-H/Fairs/RRVF/General/displayers.doc</a></li> <li>_____ * Be there an hour early to get supplies organized and set out</li> <li>_____ * 9:00AM – sit down for coffee &amp; doughnuts with displayers to go over guidelines</li> <li>_____ Hang posters (two corners so they don't curl)</li> <li>_____ Pictures available from previous years</li> </ul>	

	<b>NOTES/COMMENTS FOR NEXT EVENT</b>
<p><b>Fashion Show</b></p> <ul style="list-style-type: none"> <li>_____ Need program</li> <li>_____ Make sure Ag Building is cleared with fair manager</li> <li>_____ PA System</li> <li>_____ Extra Green Squares – pin to garment – in judges boxes</li> <li>_____ CC Grand &amp; Reserve Champion Ribbons</li> <li>_____ CC Honorable Mention Ribbons</li> <li>_____ Free Ice Cream Bar Coupon from 4-H Food Stand</li> <li>_____ Award Gift for Winners (includes Court of Honor)</li> <li>_____ Garment Racks???</li> </ul>	
<p><b>Registration Table</b></p> <ul style="list-style-type: none"> <li>_____ “Register Here” sign</li> <li>_____ “Club Names A – L” &amp; “Club Names M – Z” signs</li> <li>_____ Checklist (put on table) for exhibit registration people</li> <li>_____ “Fair Passes for Sale” sign</li> <li>_____ “Picnic Tickets” sign</li> <li>_____ Notebook with list of ALL members plus other counties with space for: # of picnic tickets</li> <li>_____ “Release of Exhibits Reminder” to give out</li> <li>_____ 4-H Patches to sell/spray adhesive, cash box &amp; change</li> <li>_____ Brown accordion folders with exhibit tags (keep at fair after judging day for sorting checks, etc)</li> <li>_____ Blank exhibit tags</li> <li>_____ Blank entry forms</li> <li>_____ Pens &amp; pencils for four people</li> <li>_____ 2 (two) “Registration at West End” signs</li> <li>_____ 4 (four) Fair Books</li> <li>_____ 4 (four) location of judging tables layouts</li> </ul>	
<p><b>Food Stand</b></p> <ul style="list-style-type: none"> <li>_____ Blank name tags for shift members</li> <li>_____ “Name of Club Serving You” sign</li> <li>_____ 2 large, 6 small Menus (laminated)</li> <li>_____ Rolls/Doughnuts \$.50 sign (small/laminated)</li> <li>_____ Table Tents for outside umbrella tables (6/laminated) (check to see if any need replacing)</li> <li>_____ “No Exhibits Here” table tents for Food Stand tables (8) (check to see if any need replacing)</li> <li>_____ Tablecloths</li> <li>_____ Centerpieces</li> <li>_____ 4-H Food Stand signs</li> <li>_____ Order 6” heavy foam plates (500) for pies</li> </ul>	<p><b>- Food Stand area could use one less table</b></p>
<p><b>Building Signs</b></p> <ul style="list-style-type: none"> <li>_____ Sign with Building Schedule</li> <li>_____ 2 (two) signs Thanking Fair Board (check to see if need replacing)</li> <li>_____ 6 (six) signs thanking Sheyenne Gardens (check on status – how many do we have, do we need new ones)</li> </ul>	

	<b>NOTES/COMMENTS FOR NEXT EVENT</b>
<p><b>Information Booth</b></p> <ul style="list-style-type: none"> <li>_____ Banner – 4-H...Fun Starts Here</li> <li>_____ “4-H Information Booth” sign (laminated)</li> <li>_____ Post-Its</li> <li>_____ Radio</li> <li>_____ Fan</li> <li>_____ Items to sell with price list</li> <li>_____ Cash Box for sales</li> </ul>	
<p><b>Judging Day</b></p> <ul style="list-style-type: none"> <li>_____ Volunteer Orientation Information</li> <li>_____ Name Tags for Judges Assistants</li> <li>_____ Judges Orientation Information</li> <li>_____ PA System</li> <li>_____ 2 (two) extension cords</li> <li>_____ 2 (two) “4-H Judging” signs (with arrow) to put on road</li> <li>_____ Have judges bring judging boxes along with winner sheets to Information Booth at end of day – pick up check</li> <li>_____ Pull winner sheets/make copy to keep at fair grounds</li> <li>_____ Take lot books to office so placing info can be entered</li> </ul>	
<p><b>Banners</b></p> <ul style="list-style-type: none"> <li>_____ Contact Cyndee Engberg if additional banners are needed</li> <li>_____ 4-H Flag</li> <li>_____ Reserve banners from State Office in January</li> <li>_____ Banners – paper &amp; cloth in back room</li> <li>_____ Shepherd’s Hook – Banners are hung on Tuesday</li> </ul>	
<p><b>Supplies to Order (or bring from back storage area)</b></p> <ul style="list-style-type: none"> <li>_____ 6” Foam Plates (1000) – for food judging &amp; Food Stand</li> <li>_____ Plastic bags to cover 6” plates</li> <li>_____ Butcher Paper (roll) – check with Davon Press, 615 Main Ave, West Fargo, 282-6160 for free end roll of white paper</li> <li>_____ Packing tape &amp; dispensers (check supply, order extra if needed)</li> <li>_____ Laminating Paper for signs</li> <li>_____ Staples for larger staplers in judging boxes</li> <li>_____ Masking Tape</li> <li>_____ Scotch Tape</li> <li>_____ Safety Pins</li> <li>_____ Staplers</li> <li>_____ Scissors _____ Rulers</li> <li>_____ Markers _____ Skirting</li> <li>_____ Crepe Paper _____ Fabric</li> <li>_____ Hooks</li> <li>_____ Easels – large &amp; small</li> <li>_____ Dress Bust Forms</li> <li>_____ Extra Large Brown Envelopes that open at top for premium list, check, exhibit tags</li> </ul>	

	NOTES/COMMENTS FOR NEXT EVENT
<p><b>Maxine's Notebook</b></p> <p>____ Update with Letters &amp; Check Lists</p>	
<p><b>Sheyenne Gardens</b></p> <p>____ <b>Contact sheyenne Gardens for shrubs &amp; plants (Jerry Hatlestad)</b></p> <p>____ Whoever picks up shrubs &amp; plants needs to be paid</p> <p>____ Pay Sheyenne Gardens – get price list to have available</p> <p>____ 6 (six) signs – “Compliments of Sheyenne Gardens”</p>	
<p><b>Youth Activity Day</b></p> <p>____ Flyer to send to Child Care Providers promoting day</p> <p>____ Activities lined up with Teens</p> <p>____ Bags for Kids??? Previous year activites have been: friendship bracelets, pasta necklaces, stamping, Yo-Yo Balloons, face painting</p> <p>____ Areas have to be set up</p> <p>____ Youth are responsible for the supplies that they need (will be reimbursed)</p>	
<p><b>Sorting Exhibits</b></p> <p>____ Club Name signs – put on stands on tables so they are easy to find (alphabetical order)</p> <p>____ List of directions for sorters</p> <p>* Drawing/Painting and other flat items go first stacked neatly on one end of table</p> <p>* Secure tags &amp; ribbons (staple, tape, per clip)</p> <p>* Ceramic exhibits stay in display case</p> <p>* Double check club you are taking exhibits to, some have similar names (ex: Golden Clovers, Golden Hawks, Golden Kids; Horace Stars, South Side Super Stars, Shooting Stars)</p> <p>____ Arrange tables (allow enough tables for clubs with large # of exhibits) (Ask Richland to sort their own exhibits – have enough tables for them)</p> <p>____ Decide how many tables we will need – probably need to ask fair to bring in extra tables. It just seems hard to find enough tables.</p> <p>____ Make list with table # and which clubs go on that table</p>	
<p><b>Release of Premium Checks &amp; Exhibits</b></p> <p>____ “Ceramic Exhibits Are In The Display Case” sign</p> <p>____ Extra Large Brown Manilla Envelope (top opening) for clubs</p> <p>____ “Cash Checks in 30 Days” flyer taped to front of club envelope</p> <p>____ “Thank You to Fair Board” flyer with address for Fair Board president (in envelope)</p> <p>____ Listing of Clubs – to sign when picking up envelope</p> <p>____ “State Fair Exhibits” flyer (when to bring in &amp; pick up) (include packing own exhibits, if you have an unusual sized item bring a box for it) (ask for boxes for packing)</p>	

	<b>NOTES/COMMENTS FOR NEXT EVENT</b>
<p><b>Clean Up After Fair</b></p> <p>___ Letter sent to families of clubs assigned to help</p> <p>___ Find or hire someone to put large display cases in office and storage room</p>	
<p><b>Consumer Choices Judging Contest</b></p> <p>___ Judging Cards</p> <p>___ Beginner (6 cards/3 reasons sheets)</p> <p>___ Junior (6 cards/3 blank sheets of paper)</p> <p>___ Senior (6 cards/3 blank sheets of paper)</p> <p>___ Judging Classes (6 per age group) (2-3 extra beginner classes for practice)</p> <p>___ Tabulation Sheets</p> <p>___ Reasons Signs (6)</p> <p>___ Visual Marker/Paper Towels</p> <p>___ Jumbo Paper Clips</p> <p>___ Pens</p> <p>___ Stop Watch</p> <p>___ Camera &amp; Film</p> <p>___ Ribbons</p> <p>___ rosettes (5 per division)</p> <p>___ blue individual ribbons (high score)</p> <p>___ participation ribbons</p> <p>___ Participation gifts</p> <p>___ Winners Letters w/label</p> <p>___ Winner Sheets</p> <p>___ Photographer Form</p> <p>___ Judges Thank You's/Name Tage/\$20 check</p> <p>___ Judging Evaluation Form (Reasons)</p>	