

LEADER RESOURCE

Items you might need when you're hosting an event!

4-H Items.....

American flag and 4-H flag	Prizes
Club banner	Promotional kit
Club listing pamphlets	Ribbons
Decorations	Signage to be hung up or staked into the ground
Permission forms	Sign-up sheet
Printouts of current 4-H information	Stickers and temporary tattoos
Printout of incident reports in a secured folder	Trophies
Printout of insurance in a secured folder	

Animals.....

Bedding	Information tag
Buckets	Judging cards
Enrichment	Leash/Lead rope
Grooming kit	Muck bucket and rake
Feed/Hay/Treats	Pens/Pen stakes
Health paperwork	Rug for animal to sit on
Heat lamps	Travel cage
Ice bottle	Water bottle/bowl

Food.....

Cups for hot/cold drinks	Paper towels
Coffee grounds/ Tea bags	Plastic gloves
Coffee filters	Plates
Coffee/Tea Maker	Price list
Cooler for ice	Table cloths
Ice	Utensils
Napkins	Utensil holder

Funds.....

Cash boxes	Seed money and/or club check book
Completed fundraising form in a secured folder	

Large supplies.....

Chairs	Speakers
Dolly	Tables
Fans (small and large)	Tarp
Paper roll floor protection	Timers
Pop-up tents	Whiteboard
Show equipment (jumps, show boxes, etc.)	

Small supplies.....

Baskets	Garbage bags	Raffle tickets/container
Batteries	Glue (Regular)	Recycling bag
Binder clips	Glue (hot glue gun/sticks)	Rope to hang up banners
Bug spray	Hand sanitizer	Rubber bands
Bungee cords	Name tags	Safety pins
Clip board	Notebook	Scissors
Disinfectant wipes	Painter's tape	Scotch tape
Duct tape	Paper clips	Stapler/Staples/Clips
Drop bins for entry forms	Paper towels	Sun protection lotion
Envelopes	Paperweights	Surge protectors
Emergency kit	Pens/Pencils	Tablecloths
Emergency contact sheet	Pencil sharpener	Tool kit with hammer
Extension cords	Permanent markers	White out
Expo markers/Eraser	Portable cell phone charger	Zip tie
Flash Light	Push Pins	

Things to keep in mind

- 1) Have you arranged plans with the volunteers who are responsible for the seed money to have cash available at the start of an event? If a treasurer cannot attend an event, be sure to collect seed money in advanced.
- 2) If you are ordering pizza, be sure to make arrangements to let the pizza place know in advance (24 hrs before) how many pies you need. Also, assign a volunteer who will be responsible for receiving the pies and paying the delivery driver.
- 3) Do you have committees created to help run this event? Many hands make light work! Some ideas for committees include Hospitality, Decorations, Food, Secretary, Treasurer, Coordinator, and Coordinator Assistant.

Staff Tips

- 1) Have a water proof container for all of the materials needed for an event. Remember too, that you are always welcome to pick up the 4-H Promotional Kit which is kept in the office for all of your 4-H promotional supplies.
- 2) If at a big event with multiple tables/tents, having a designated table to act as the Secretary's Table is a great help to keep all paperwork together and to use as "Home Base".
- 3) I always carry granola bars with me in case someone's blood sugar is decreasing and they need sugar immediately.
- 4) How do I stay so calm at the fair? I change my shoes every 6 hours! There's a science behind this- when you change the pressure points in your feet, you naturally feel better and can continue running an event with ease!