

Consumer Decision-Making Contest Planning Guide

County: _____ Date of event: _____

Date due	Task	Person responsible	Date done
	Set up the planning committee (4-H members, parents, leaders, etc.).		
	Appoint subcommittees for: <ul style="list-style-type: none"> • Awards • Classes (write situations, get options, etc.) • Cleanup • Contest/judging format • Decorations • Facility • Program • Publicity and signs • Secure donors • Tabulation/reasons judges 		
	The county Extension agent assigned to the project serves as advisor to committee.		
	Set the contest date.		
	Select and confirm the location.		
	Select classes from the current year's list.		
	Write the situations.		
	Order/buy the awards and judges' gifts.		
	Secure reasons judges and give them study guides.		
	Appoint class monitors and runners.		
	Appoint tabulators.		
	Select the class options and buy/borrow.		
	Determine the judging/reasons sequence.		

Date due	Task	Person responsible	Date done
	Prepare the contest schedule.		
	Prepare registration packets for all team members, containing: <ul style="list-style-type: none"> • Contest schedule • Nametag with contestant number • Notecards for taking notes in reasons class • Placing cards/Scantrons • Schedule for giving reasons 		
	Prepare situation statements as posters or individual copies at each table.		
	Arrange the site for judging, reasons, study, registration, orientation, and awards.		
	Arrange the classes, with labels for the options.		
	The judges determine the official placing and cuts.		
	Organize and prepare the script for the awards presentation. Ask the contest donors to help.		
	Send notes of appreciation to all volunteers who helped with the event, including donors and special guests.		
	Send the results to media outlets.		
	Recognize the winners in next 4-H newsletter and social media.		
	Have the committee and participants evaluate the planning, implementation and outcome of the contest. Record the suggestions for improvement.		
	Send information for entering the district contest to those who qualified.		