

4-H Recordbook Judging Planning Guide

County: _____ Date of event: _____

Date due	Task	Person responsible	Date done
	Set the dates for entry submissions.		
	Set the date for judging.		
	Choose a place for judging.		
	Set the schedule.		
	Compile the judges' criteria.		
	Select the judges.		
	Contact the judges and give them the information they need to prepare for the judging assignment.		
	Arrange for judging of special awards (if the county/district/state has any special awards beyond placing).		
	Acquire supplies: <ul style="list-style-type: none"> • Adding machine • Comment sheets (sticky notes) • Objectives • Paper clips • Pencil sharpener • Pencils • Ribbons • Score sheets • Stapler • Tabulation sheets/computer for tabulations 		
	Hold the judges' orientation.		
	Serve refreshments or a meal.		
	Evaluate the event.		
	Send thank-you notes to the judges.		

Date due	Task	Person responsible	Date done
	Follow up with the participants: <ul style="list-style-type: none"> • Give the score sheets to the participants, with the numerical values removed. • If a recordbook will advance to the next level, give the registration information and deadline to the 4-H member. • Help with any corrections needed in the recordbook before the next competition. 		
	Send a news release with judging results to the news media.		
	Recognize the winners from roundup in the next county 4-H newsletter.		