

## Food Challenge Contest Planning Guide

County: \_\_\_\_\_ Date of event: \_\_\_\_\_

Date due	Task	Person responsible	Date done
	Facilitate the planning committee meeting (4-H members, parents, leaders, etc.); the CEA assigned to food and nutrition project serves as the advisor.		
	Appoint subcommittees/contact persons for: <ul style="list-style-type: none"> <li>• Awards</li> <li>• Cleanup</li> <li>• Contest/awards program format</li> <li>• Decorations</li> <li>• Facility</li> <li>• Judges</li> <li>• Program</li> <li>• Publicity and signs</li> <li>• Recipe/ingredient selection for each category and purchasing ingredients and supplies</li> </ul>		
	Set the contest date and time, plan additional committee meetings to finalize planning, and implement and evaluate the show.		
	Set the contest entry deadline and entry fee; announce them through various media. Consider setting an entry fee to cover the cost of ingredients.		
	Choose and reserve the location.		
	Secure contest donors.		
	Determine facility needs: <ul style="list-style-type: none"> <li>• A kitchen is not necessary.</li> <li>• A large room works with one table per team and ample space to work on all sides of the table.</li> <li>• Ensure that electricity in the facility is adequate.</li> <li>• Include a judging room for team presentations.</li> <li>• Include holding room (or chairs set up in food preparation room) for participants preparing to enter to judging room.</li> <li>• Designate a room for the awards program with chairs, a PA system, and an awards table.</li> </ul>		
	Choose the theme and/or decorations.		
	<ul style="list-style-type: none"> <li>• Contact judges by phone and/or email; confirm with a letter, including contest information:</li> <li>• Select 2–3 judges per judging panel (per age division).</li> <li>• The number of participants will determine the number of judges needed.</li> </ul>		

Date due	Task	Person responsible	Date done
	Determine the recipes/ingredients and clues for each age division and food category.		
	Order/buy all awards and judges' gifts.		
	Prepare advance and follow-up publicity/news releases.		
	Print the contest program (names of participants, contest schedule, committee members, judges, donors, etc.).		
	Find people to give opening address and to present special awards. Ask contest donors to help.		
	Contact the judges, providing them with contest information, scorecards, and nutrition resources.		
	Randomly assign each team to a food category.		
	Prepare the judges' packets: <ul style="list-style-type: none"> <li>• Educational resources</li> <li>• Food Challenge Manual/Rules</li> <li>• Placing sheet</li> <li>• Scorecard</li> </ul>		
	Buy ingredients for each team. Option: To reduce costs, divide the list of ingredients among the teams.		
	Place the following in brown paper bags or boxes so they are not visible to teams: <ul style="list-style-type: none"> <li>• Clue</li> <li>• Ingredients (along with the list of ingredients and amounts)</li> <li>• Official contest resources</li> <li>• Receipt (can be typed or a copy of the original)</li> <li>• Team worksheet</li> </ul>		
	Before show, ensure that the facility is set up as planned by the committee: <ul style="list-style-type: none"> <li>• Access to water</li> <li>• Chairs</li> <li>• Electricity (extension cords)</li> <li>• Judging rooms</li> <li>• Registration</li> <li>• Tables</li> </ul>		
	Prepare the awards script.		
	Secure volunteers to work contest registration: <ul style="list-style-type: none"> <li>• Answer questions</li> <li>• Check each team's supply box according to the official supply box list</li> <li>• Check in teams</li> <li>• Greet judges, leaders, and teams</li> <li>• Help the teams find their preparation tables</li> </ul>		

---

Date due	Task	Person responsible	Date done
	Orient the judges and participants. Examples are provided in the Food Challenge Manual.		
	Rehearse the awards program format (who will speak, who will hand out awards, etc.).		
	Have the participants complete the Food Challenge evaluation.		
	Have the committees and participants evaluate the planning, implementation, and outcome of the show. Record the suggestions for improvement.		
	Send notes of appreciation to all who helped.		
	Send evaluations to the participants to help them prepare for future contests.		
	Send information for entering the district show to the district qualifiers.		