

Nutrition Quiz Bowl Contest Planning Guide

County: _____ Date of event: _____

Date due	Task	Person responsible	Date done
	Set up planning committee (4-H members, parents, leaders, etc.). The county Extension agent assigned to the project serves as advisor to the committee.		
	Appoint subcommittees for: <ul style="list-style-type: none"> • Awards • Cleanup • Contest donors • Facility • Judges/contest officials • Program • Publicity and signs 		
	Set the contest date and time, plan the committee meetings to finalize planning, and implement and evaluate the contest.		
	Set the contest entry deadline.		
	Choose and reserve the location.		
	Determine the facility needs (number of contest rooms, tables, chairs, PA system, etc.).		
	Acquire all the equipment needed for the contest.		
	Acquire quiz bowl buzzer sets and make sure that they are in operating order (most district offices have buzzer sets).		
	Develop the question sets for the contest. Question sets from previous district contests may be used. Contact your district 4-H specialist.		
	Contact the judges/contest officials by phone and email; confirm with a letter. Volunteers needed include: <ul style="list-style-type: none"> • Moderator • Official scorekeeper • Referee/judge • Timekeeper 		
	Reproduce copies of rules, scorecards, and question sets.		
	Order/buy all awards and judges' gifts.		
	Prepare advance and follow-up publicity/news releases.		

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	Print the program and contest bracket.		
	Find people to give opening address and to present special awards. Ask contest donors to help.		
	Contact the judges/contest officials by letter at least 1 week before show, giving them sample interview questions and sample of entry forms, scorecards, and other resource information (such as dietary guidelines).		
	Ensure that the committees are handling assigned responsibilities and will participate in the show.		
	Before the show, make sure that the facility is set up as planned by the committee.		
	Optional: Arrange for refreshments.		
	Prepare the awards script.		
	Orient the judges/contest officials and participants.		
	Facilitate the contest.		
	Conduct the awards ceremony.		
	Clean the facility.		
	Have the committee and participants evaluate the planning, implementation, and outcome of the contest. Record the suggestions for improvement.		
	Send notes of appreciation to all who helped.		
	Send information for entering the district show to the district qualifiers.		