

Fashion Show and Fashion Storyboard 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 • Cleanup • Decorations • Facility • Finding contest donors • Judges/judging contest • Program • Publicity and signs • Show/ceremony format 		
	Name a county Extension agent to serve as advisor to the committee.		
	Decide on show dates and time, as well as committee meetings for planning, implementing, and evaluating the show.		
	Set the contest entry deadline.		
	Choose and reserve the location.		
	Determine facility needs (tables, chairs, PA system, etc.).		
	Decide on the theme and/or decorations.		
	Contact the judges by phone and email; confirm with a letter.		
	Reproduce copies of the rules, scorecards, record forms, and sample interview questions.		
	Order/buy all the awards and judges' gifts.		
	Prepare advance and follow-up publicity/news releases.		
	Print the program.		

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	Find people to give the opening address and present special awards. Ask contest donors to help.		
	Contact the judges by letter at least 1 week before the show, providing them with sample interview questions and sample entry forms, scorecards, and other resource information (such as the fiber/fabric guide).		
	Ensure that the committees are handling assigned responsibilities and will be participating in the show.		
	Before the show, ensure that the facility is set up as planned by the committee.		
	Optional: Arrange for refreshments.		
	Prepare the awards script.		
	Orient the judges and participants.		
	Facilitate the judging interviews.		
	Rehearse format (modeling, speaker, award handouts, etc.)		
	Conduct the awards ceremony.		
	Clean the facility.		
	Have the committee 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 scorecards to the participants to help them prepare for future competitions.		
	Send information about entering the district show to those who qualified.		