

4-H Roundup Educational Presentations Planning Guide

County: _____ Date of event: _____

Date due	Task	Person responsible	Date done
	Set up Roundup task force/event planning committee.		
	Determine who is responsible for: <ul style="list-style-type: none"> • Awards • Contest(s) superintendents • Donors • Judges • Programs • Publicity and signs • Registration • Other: • Other: 		
	Set the roundup date and time as well as dates for committee meetings for planning, implementing, and evaluating the contest(s).		
	Designate and reserve the facility.		
	Set the contest entry deadline.		
	Determine whether tables and chairs are available in each room at the facility and plan room setup for specific contest(s).		
	Print and review current year's <i>Texas 4-H Roundup Rules and Guidelines</i> .		
	Contact a diverse group of judges by telephone/email and confirm with follow-up. Make sure that the judges have the expectations, rules, a map to the location, and that the other information that will help them be prepared to judge.		
	Reproduce copies of rules, scorecards, and evaluation forms and have available on contest day.		
	Order all awards and judges' gifts.		
	Prepare and print the program.		
	Secure all the equipment needed for the roundup event such as projectors, microphone(s), tabulation supplies, etc.		

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	Organize and prepare the script for the awards presentations. If your contest has a donor, ask that person to present the awards.		
	Contact the local newspaper and extend an invitation to attend the event for photo and story coverage.		
	The day before roundup, ensure that the facility is set up as planned by the committee.		
	Orient the judges before the roundup contest begins.		
	Evaluate the planning, implementation, and results. Keep the notes for next year's roundup.		
	Send notes of appreciation to all who helped with the event, including donors and special guests.		
	Send releases about the results to the news media.		
	Recognize the winners from roundup in the next county 4-H newsletter.		