

## Food Show 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.). The county Extension agent assigned to the project serves as the advisor to the committee.		
	Appoint subcommittee(s) for the following: <ul style="list-style-type: none"> <li>• Awards</li> <li>• Cleanup</li> <li>• Contest donors</li> <li>• Decorations</li> <li>• Facility</li> <li>• Judges/judging contest</li> <li>• Program (and recipes for the food show)</li> <li>• Publicity and signs</li> <li>• Show/ceremony format</li> </ul>		
	Set the show dates and time as well as the committee meetings for planning, implementing, and evaluating the show.		
	Set the contest entry deadline.		
	Choose and reserve the location.		
	Determine the facility needs (tables, chairs, PA system, classrooms, room for judges' orientation, etc.).		
	Choose 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 the awards and judges' gifts.		
	Prepare advance and follow-up publicity/news releases.		
	Print the program and recipe books.		
	Find people to give the opening address and present special awards. Ask contest donors to help.		

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	At least 1 week before the show, send the judges a letter with sample interview questions and sample entry forms, scorecards, and other resource information (e.g., dietary guidelines).		
	Ensure that the committees handle the assigned tasks and will participate in the show		
	Before the show, ensure that the facility is set up as planned by the committee.		
	<b>Optional:</b> Arrange for refreshments.		
	Prepare the awards script.		
	Orient the judges and participants.		
	Facilitate the judging interviews.		
	Rehearse the show format (who will speak, who will hand out awards, 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 evaluations to participants to help them prepare for next year's show.		
	Send information on entering the district show to those who qualify.		