



Wisconsin 4-H Community Clubs

4-H ACTIVITY OR EVENT PLANNING FORM SHEET

4-H Community Clubs

October 2009

This form serves as a planning tool for a committee, 4-H member or 4-H volunteers as they plan a club or committee activity or event. It answers the critical questions of what will happen, who will do it, when will it happen and how will we know if we are successful. The secretary should keep this form in the 4-H club or committee binder along with their calendar of events.

Name of Activity: _____

Date: _____ **Time:** _____

Location: _____

Chairperson(s): _____

Phone #'s: _____

Purpose:

Registration Due Date: _____ **Cost/person:** _____

Total cost of activity and how it will be funded: (Attach a budget if appropriate)

Transportation Arrangements:

Anticipated Number of Participants:

____ Members ____ Leaders ____ Parents ____ Other _____

How will participants be informed of this activity?

____ Club Meeting ____ Club Newsletter/mailing ____ Project Meeting

____ Club Handbook ____ Telephone Call

____ County 4-H Newsletter or Website (List Month) _____

____ Letter from the Extension Office (Confirm with 4-H Youth Development Staff Person)

____ Newspaper Article

____ Other _____

TIMELINE

TASK	DATE TO BE COMPLETED	RESPONSIBLE PERSON(S)
Determine location, date time		
Thank you notes/newspaper articles		

Supplies Needed?

- | | | |
|--|---|---|
| <input type="checkbox"/> Registration Forms | <input type="checkbox"/> Pencils/Pens | <input type="checkbox"/> Camera/Film |
| <input type="checkbox"/> Parent Permission Forms | <input type="checkbox"/> Paper | <input type="checkbox"/> Video Camera |
| <input type="checkbox"/> Health Forms | <input type="checkbox"/> Tape | <input type="checkbox"/> TV/VCR |
| <input type="checkbox"/> Programs | <input type="checkbox"/> Stapler/staples | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Ribbons | <input type="checkbox"/> Markers | <input type="checkbox"/> Radio/Boom Box |
| <input type="checkbox"/> Certificates | <input type="checkbox"/> Post-it Notes | <input type="checkbox"/> Extension Cords |
| <input type="checkbox"/> Posters/Signs | <input type="checkbox"/> Stopwatches | <input type="checkbox"/> Project Literature |
| <input type="checkbox"/> Food <i>List:</i> | <input type="checkbox"/> Decorations <i>List:</i> | |
| <input type="checkbox"/> Trophies/Plaques/Medallions | | |
| <input type="checkbox"/> Flip Chart/Flip Chart Paper | | |

List other supplies needed:

Other notes about this activity:

Developed by Chris Viau, Wood County 4-H Youth Development Agent



An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements. © 2009 by the Board of Regents of the University of Wisconsin System. Developed by the Wisconsin 4-H Office, 431 Lowell Hall, 610 Langdon St., Madison, WI 53703. The 4-H name and emblem are federally protected under Title 18 US Code 707.