Date of Event: August 25, 2008

Attendance:

4-H Program Activity/Event Planning Outline

Activity/Event Name: August Community Club Meeting

Objectives (what do you want members to know/learn/do/gain from this event): Members will be able to have a basic understanding of the 4-H program and the club's goals for the coming year. Members will be able to identify two projects that they would like to join. Leaders will be able to meet with prospective project members at the end of the meeting. Community Club Leaders will be able to collect enrollment forms to be turned into the county office.

Date(s): August 25, 2008 Time(s):7:00 PM

Facility: Clovis East High School Contact: Scott Dille, Vice Principal Phone :(559) 327-4000

Address: 4140 N. Leonard Ave. City: Clovis, California

Committee Members

Overall Chairperson: Suzie Que Phone : (559) 222-3333

Committee Names	Responsibility	Telephone Number
John Smith	Talk about the NEW projects	559-456-3244
Janie Jones	Lead the flag salute	559-372-5738
Kate Laney	Call the facilities contact	559-378-5763
David Peterson	Arrange refreshments	559-463-4573
Aubrey Bray	Remind members of meeting!	559-320-4388
Vernon Vinnerman	Greet members at the door	559-548-6425
Catharine Marie	Set-up sound system	559-325-2658

Committee Member Notes

Conference call with all committee members – August 7th, 2008. Topics discussed: order of events, what type of refreshments we will be having, the activity and program for after the meeting (Relay race)

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What questions do we have about our responsibilities?

Use this section to write down questions as you think of them. Make sure to bring them up at your next committee meeting!

What time should we arrive to the meeting? Who is responsible for setting up the relay race when we get there for the meeting?

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Planning Checklist (Fill in blanks with dates completed)

Publicity: Flyers___8/5/08_____ Newsreleases___8/10/08_____ Postcards___N/A_____

Posters__8/5/08_____Radio___N/A_____ E-mail Notifications_8/22/08_____

(attach contact and address information for radio, TV stations, newspapers, etc.)

Facility: Contract (attach) _____ Facility Cost _FREE_____

Program: Date due for printing: August 13_____

Cover artwork _none_____ Content _agenda for the meeting____

Equipment Needs

In order to coordinate and utilize effectively all available resources, please list all equipment and supplies (include awards, program, chairs, sound system, gavel, etc.)

Item	Number Needed	Where/Who	Address	Telephone
Sound system	1	Melanie Curtis	1720 S. Maple, Fresno, CA	559-456-7285
Gavel	1	Suzie Que	4587 Spring Drive, Clovis	559-785-5842
Chairs	30	Scott Dille/CEHS	4141 N. Leonard, Clovis	559-327-4000
Agenda	35	Custom Printing, Inc.	4568 Shaw Ave.	559-478-2365

Program Outline/Schedule

Time	*Event/Session*	*Person in Charge*	*Telephone*
7 PM	Call to Order	Suzie Q.	559-427-8569
7:05	Flag Salute and 4-H Pledge	James M.	559-869-5987
7:10	Approval of Minutes	Susan S.	559-321-5487

Finishing Touches

- Certificates and Awards (attach winners scores and awards; provide descriptions of awards)
- Sponsors (list name, address, and item sponsored so they can be recognized at the event!)
- Program (attach a final copy for your records)
- Participants (attach a sign-up sheet, if possible)
- Thank You Notes (date sent): __8/26/08_____ (attach list)

Suggested Changes to the Event:

Thank you note sent to Mr. Scott Dille, VP of Clovis East High School for use of facilities._____
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