

**4-H FOOD CHALLENGE  
CONTEST PLANNING SHEET**

COUNTY: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

DATE TO BE DONE	TASK TO BE DONE	PERSON RESPONSIBLE	DATE COMPLETED
Varies	Facilitate planning committee meeting (4-H members, parents, leaders, etc.) with CEA assigned to food & nutrition project serving as advisor		
Varies	Appoint subcommittee/contact person for the following: <ul style="list-style-type: none"> <li>• Recipe/ingredient selection for each category and purchasing ingredients and supplies</li> <li>• Awards</li> <li>• Program</li> <li>• Publicity &amp; signs</li> <li>• Judges</li> <li>• Facility</li> <li>• Contest/Awards Program format</li> <li>• Clean up</li> <li>• Decorations</li> </ul>		
Three to four months prior	Decide on contest date & time as well as additional committee meetings for finalizing planning, implementing, & evaluating show		
Three to four months prior	Determine contest entry deadline and entry fee. <ul style="list-style-type: none"> <li>• Announce through various methods of communication.</li> <li>• Consider charging entry fee to cover the cost of ingredients.</li> </ul>		
Three to four months prior	Decide location & reserve it		
Three to four months prior	Secure Contest Donors		
Three to four months prior	Determine facility needs <ul style="list-style-type: none"> <li>• Kitchen is not necessary.</li> <li>• A large room works with one table per team and ample space to work on all sides of the table.</li> <li>• Ensure adequate electricity is available in the facility.</li> <li>• Need a judging room for team presentations.</li> <li>• Need holding room (or chairs set up in food preparation room) for participants preparing to go in to judging room.</li> <li>• Room for awards program with chairs, PA system and awards table.</li> </ul>		

Three to four months prior	Decide on theme &/or decorations		
Four to six weeks prior	Contact judges by phone &/or e-mail; confirm with a letter including contest information <ul style="list-style-type: none"> <li>• Need 2-3 judges per judging panel (per age division)</li> <li>• Number of participants will determine the number of judges needed.</li> </ul>		
Four to six weeks prior	Determine recipes/ingredients and clues for each age division and food category		
Three to four weeks prior	Order/purchase all awards & judges' gifts		
Two to three weeks prior	Prepare advance & follow up publicity/news releases		
One to two weeks prior (after registration deadline)	Print contest program (names of participants, contest schedule, committee members, judges, donors, etc.)		
One to two weeks prior	Find people to give opening address & to present special awards. Secure any contest donor(s) to assist.		
One to two weeks prior	Contact judges, providing them with contest information, scorecards & nutrition resources.		
One to two weeks prior (after registration deadline)	Randomly assign each team to a food category		
One to two weeks prior	Prepare judges' packets: <ul style="list-style-type: none"> <li>• Food Challenge Manual/Rules</li> <li>• Scorecard</li> <li>• Educational Resources</li> <li>• Placing Sheet</li> </ul>		
Day prior to contest	Purchase ingredients for each team. <ul style="list-style-type: none"> <li>• Option: divide out ingredients among teams to cut down on costs.</li> <li>• Secure ingredients in brown, paper bag or similar bag/box so not visible to teams.</li> </ul>		
Day prior to contest (day of contest for refrigerated ingredients)	Secure the following in brown, paper bag or similar bag/box so not visible to teams: <ul style="list-style-type: none"> <li>• Ingredients (along with list of ingredients and amounts)</li> <li>• Clue</li> <li>• Official contest resources</li> <li>• Team worksheet</li> <li>• Receipt (can be copy of original or typed)</li> </ul>		

Day prior	<p>Before show, ensure that the facility is set up as planned by the committee</p> <ul style="list-style-type: none"> <li>• Tables</li> <li>• Electricity (extension cords)</li> <li>• Chairs</li> <li>• Access to water</li> <li>• Registration</li> <li>• Judging Rooms</li> </ul>		
One week prior	Prepare awards script		
Day of contest	<p>Secure volunteers to work contest registration</p> <ul style="list-style-type: none"> <li>• Greet judges, leaders and teams</li> <li>• Check in teams</li> <li>• Check each team's supply box according to official supply box list</li> <li>• Provide teams with instructions on locating their preparation table</li> <li>• Answer questions</li> </ul>		
Day of contest	<p>Orient judges &amp; participants</p> <p>Examples are provided in the Food Challenge manual.</p>		
Day of contest	Rehearse awards program format (i.e. who will speak, who will hand out awards, etc.)		
Day of contest	Have participants complete the Food Challenge evaluation.		
One to two weeks after contest	Have committee and participants evaluate the planning, implementation, & outcome of show. Record suggested changes for improvement.		
One week after contest	Send notes of appreciation to all who helped.		
One week after contest	Send evaluations to participants to help them prepare for future contests.		
One week after contest	Send District qualifiers information for entering District show.		