

Ambassador Event Planning Sheet

Event Title			
Committee Title		Supervising Adult	
Date	Time	Place	Location Contact Person
What is your goal (why are you doing this)?			
What will be learned by doing this activity (by you, by the participants)?			
How will 4-H be promoted?			
How will you promote the event? Do you need to write an article for the focus, make posters, call clubs etc.?			
What supplies do you need?			
What is the estimated cost? How will you justify the cost, what is your budget?			
Will people need to register? If so, what information is needed?			
How many people do you need to help with the activity (Ambassadors, other youth, adults)?			
Who is responsible for what?			