

Craft Competition Checklist

Before the Competition:

1. Select a committee that can be present on the day of the competition.
2. Ensure the following supplies are in the competition area:
 - a. tables
 - b. chairs
 - c. Garbage can
3. Decide on a craft item for the competition, a different one for seniors and juniors. It should be a craft item a 4-H member can complete within one hour, however be challenging enough for the age group. The committee may have to do some testing to ensure that the various age groups can handle them without too much difficulty.
4. Simple directions and diagrams to help construction should be provided for each competitor. Collect the materials and assemble individual kits including the directions. These can be put in a re-usable or paper bag for each competitor.

Note: Concern has been expressed that some members may have difficulty reading and understanding written directions. Please keep this in mind when you are preparing the instructions, consideration should also be given to presenting the instructions to all members orally.
5. Locate a judge who is recognized as craft knowledgeable. Only the finished product is judged. Provide the judge with a copy of the directions for both the junior and senior article, rules of the competition, scoresheet, time, date and place of competition. The judge can either be paid by county council or you may give them a gift.
6. The organizing county is responsible for the following:
 - o Plastic tablecloths;
 - o Garbage bags;
 - o Article tags for each competitor and a method to securely attach tags to item (masking tape, thumb tacks, stapler, etc.).
7. The Regional Program Coordinator can provide you with a list of names of the competitors at least one week in advance of the competition. You can fill out the article tags prior to the competition to save time. You should have a few extras in case of errors.
8. Arrange the members into competition groups. Check the schedule for competition times.

Supplies Provided by the Organizing Committee:

- o Copies of instructions for competitors;
- o Supplies needed to make the crafts;
- o Extension cords and power bars for electrical items, i.e. glue guns.

Day of the Competition:

1. Arrive at the competition area at least 45 minutes before competition begins. Tables should be covered with plastic and shared materials placed in a central area with easy access for all competitors. Be ready to set up so your competition begins on time. A delay in your competition will cause conflicts for others after your event.
2. Collect the clerking envelope with ribbons and results sheets from your Regional Program Coordinator.

3. Take time to review the rules and duties/expectations of judging the competition with the judge. Only the final item is judged. See scoresheet.
4. Have four to five adults to supervise the competition –
 - a. One person should be prepared to review the rules of competition with competitors at the assembly, give out directions and schedule of competitions and explain competition to the audience;
 - b. Two to three people should be prepared to oversee competitors so that the kits are given out, the table area is clean for next shift and the competitor's tags are securely attached;
 - c. Other "go-for" - running in case of problems, questions, etc.
5. As members arrive, check them off and give them an appropriate article tag.
6. Remind the members before they start of the 60-minute time limit. At the 5-minute remaining interval, warn the competitors.
7. When the competition is finished, make sure tags are closed and secure to entry.
8. Record results and deliver to your Regional Program Coordinator.
9. Arrange competition articles in the display area; if none is available, set a time for competitors to return and take their item to the county display.

After the Competition:

1. Write a letter to the judge thanking them for their services.
2. After the show write to all who donated supplies thanking them for their donation.
3. Record recommendations for another year, including any problems encountered and forward this to your Regional Program Coordinator.

Points to Remember:

- Contact a craft shop and ask them to provide all materials needed for the items. If you explain the competition concept to them and the number of competitors, they may figure out the amount needed so you don't have any extra items. They may donate some or give you a reduced price.
- A rope divider to keep crowds back from the work area is an asset.