

Scrapbooking Competition Checklist



Before the Show:

1. Form a committee of four to six people who can present during the competition.
2. Ensure you have the following in the competition area:
 - a. tables – three for supplies and tables for participants;
 - b. chairs.
3. Decide on an item for competition. It should be a different item for seniors and juniors. It should be an item that 4-H members can complete within one (1) hour while being 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. Keep the items confidential until the show.

Note: Concern has been expressed that some junior members may have difficulty reading and comprehending directions. Keep this in mind when you are preparing the instructions.

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 should be put in a reusable or paper bag for each competitor.
5. Locate a judge who is knowledgeable in scrapbooking. Provide them with a copy of the Scrapbooking Competition Guidelines. Note that only the finished product is judged. Provide the judge with a copy of the directions for the items (2), rules of competition, time, date and place of competition. The judge can either be paid by the county council or you may give them a gift.
6. 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 extra tags with you in case of errors.
7. Arrange the members in their schedule. Check the program for competition times.

Supplies provided by the organizing county:

- o Copies of rules for competition.
- o Copies of instructions for competitors.
- o Supplies sorted and bagged for each competitor.
- o Pens, staples, staplers, and supplies for making competition signs.

Day of the Competition:

1. Arrive at the competition area at least 45 minutes before the competition begins. 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 your tables and chairs and arrange them in a way you see fit. Cover tables and lay out the supplies.
3. Collect the clerking envelope containing ribbons, article tags and results sheets from your Regional Program Coordinator.
4. Have about four adults to supervise the competition.

- 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.
 - Two should be prepared to oversee competitors so that the kits are given out, the table area is clean for next shift and the competitor tags are securely attached.
 - One other "go for" - for running in case of problems, questions, etc.
5. Check off members as they arrive and help them complete an article tag.
 6. Before the members start, remind them of the time limit of 60 minutes maximum for the event. 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. Meet with the judge to review the rules and instruction sheet for the scrapbooking item.
 9. Arrange competition articles in the display area; if none is available, set a time for competitors to return and take their item.
 10. Clean up the competition area.

After the Competition:

1. Write a thank you letter to the judges thanking them for their service, and to prize and supply donors. You may want to include the winner and their county in the award donor's note.
2. Record recommendations for the competition, any problems incurred for another year and forward them to your Regional Program Coordinator.

Points to Remember:

- Contact a shop to provide all materials needed. If you explain the competition concept to them and the number of competitors, they may figure out the amount of supplies 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.