Vegetable Preparation Competition Checklist

(County Show/Exhibition)

CANADA
4-H Nova Scotia

Before the Competition:

1. Form a committee of people who can be present during the competition.
2. Ensure you have the following in the competition area:
    a. An area suitable for holding the Vegetable Preparation Competition;
    b. Tables: tables for participants, a table for supplies, and a table for the judge;
    c. Chairs.
3. Arrange for a judge who has some knowledge of the preparation of vegetables. Provide them with a copy of the Horticulture Project Newsletter, rules of competition, time, place and date of competition. (Suggestions for judges - a past 4-H member or leader, or a well-known garden exhibitor from the local area would be an excellent choice).
4. The judge can either be paid by the county council or you may give them a gift. Lunch for the judge, if necessary is also up to the county.
5. Arrange for freshly harvested, uncleaned vegetables for the competition. Pick out uniform vegetables for each participant prior to competition. The Horticulture Project Newsletter will give you the proper number, however, include extras as the members should know the proper number to choose and prepare for exhibit. Keep this decision confidential.
6. The Regional Program Coordinators should be able to give you a number of competitors at least one week in advance of the competition.
7. Collect the clerking envelope containing ribbons, article tags and results sheets from your Regional Program Coordinator. You can fill out the article tags prior to the competition to save time. You should have a few extra article tags on hand in case of errors.

Supplies provided by county:

- Heavy paper plates (one per competitor)
- Plastic to cover tables, consider using garbage bags or plastic drop cloth
- Stapler and staples for attaching article tags to plates
- Tape - scotch and masking
- Stopwatch/ Timer

Day of the Competition:

1. Arrive at the competition area early, approximately 30 minutes before the competition begins. Be ready and set up so your competition begins on time. Do not start before the scheduled start time (unless all participants are present and ready to begin). A delay in your competition will cause conflicts for members and others after your event.
2. Collect tables (for competitors, one for supplies and one for judge) and arrange the tables for the best viewing by the audience and the judge depending on the space provided. You may want to rope off the area, so the audience does not get too close to the competitors. Cover tables with plastic, set out the plates, and put vegetables by the plates. You should provide more than the number needed.
3. The judge should arrive 15 minutes early. Review the rules, expectations and scorecard with the judge. The competition is judged on preparation and the finished product. This means the judge must be there for the whole time.

4. Refer to the program for the competition start time and location. If a competitor has a conflict with that schedule, you can mix juniors and seniors. Members may need to decide if they can fit the competition into their schedule, however, they should notify you if they are not competing.
5. Have committee members supervise the competition:
    a. One should be prepared to review the rules of the competition with competitors and explain the competition to the audience.
    b. One "go for" – for running in case problems arise, or there are questions, etc.
    c. Three adults working together usually works well, especially in setting up, putting out vegetables and getting ready for the next competition.
6. Check off members and give them their article tag as they arrive.
7. Before the members start, remind them of the 15-minute time limit for the event.
8. At the 5-minute remaining interval, warn the competitors. Be sure to ask if they have any questions.
9. When the competition is finished, make sure the article tags are closed and secured to the entry.
10. Record all results on the provided clerking sheet and return them to your Regional Program Coordinator.
11. Arrange competition entries in the display area, if no space is available, set a time for competitors to return and take their item.
12. Clean up the competition area.

After Competition:

1. Write a Thank you card to the judge thanking them for their services.
2. After the event write to anyone 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.

Suggestions from Previous Years:

- Vegetables used in past years - carrots, beets, potatoes, cabbage, and cucumbers.
- In the past members have been provided with more than the required number of vegetables. Ensure members know it is up to them to put the correct number of vegetables on their plates.
- Junior and senior competitors may or may not prepare different vegetables. Members and leaders should not know in advance what they will be preparing for the competition.