Beyond Ready







Local Event Checklist

Will this be an existing event or new event? ☐ **Existing** ☐ **New**

Event Name: _____

Date of Event: _____

Event Location: _____

- ☐ Consider food and snacks for your guests
- ☐ Complete template media release to share with local TV and newspapers
- ☐ Identify key guests to invite including your Graduating Class and families
- ☐ Create a digital invite and email guests
- ☐ Customize template social media posts and encourage youth to share their 'How it Started; How it's Going' story (#4HBeyondReady)
- ☐ Request graduating seniors to bring a digital or framed photo from their earlier days in 4-H
- ☐ Source a 6' table with a 4-H branded tablecloth

Guests to Invite

- Alumni
- LGU & Extension Leadership
- Local Business Owners
- Donors & Supporters
- Government Partners
- Youth & families

Food & Snack Ideas

A small snack goes a long way, here are some ideas that can keep the crowd cheery!

- **Drinks:** lemonade, infused water, or iced tea
- **Food:** pizza (A large pizza goes a long way), sandwiches, or chicken nuggets
- **Snacks:** bags of chips, fruit, cupcakes, cookies

Event Space Ideas

- Community Center
- University Common Area
- Local School

Beyond Ready Event Collection available at Shop4-H.org

- Beyond Ready Event Kit
  - 50 Stickers
  - 20 Certificates
  - 5 Ink Pens
  - 20 Lapel pins
- 6' Beyond Ready table cloth
- 6' retractable banner
- 8'w x 8h' backdrop
- 6" x 6" Sticky note pad
- 11"x8.5" Dry erase message board
- Beyond Ready t-shirts, swag, and more!

SHOP NOW!







