

COUNTY PERFORMING ARTS CONTEST - CHAIRPERSON

Nov. or Dec .	Select date of contest, obtain a facility for program (necessary previous year to have a good piano and sound system).
6 weeks before	Order trophies, one trophy for each division in each age group.
1 month before	Delegate chairperson of Refreshment Committee, obtain an M.C. (preferably teen members), obtain three judges (one with expertise in instrumental and voice, one with expertise in drama, one with expertise in dance), obtain three score keepers, and obtain stage manager.
2 weeks before	Get results of area contests from area Performing Arts chairs. The top winners in each division are invited to compete at County.
2 weeks before	Get ribbons and score sheets from Extension Office, call leaders of area clubs that have not sent in registrations, and arrange for gifts for judges.
1 week before	Make up program, send judges a sample score sheet and remind them of date, plus call and verify facility. Gifts are given as a thank you to judges.
1 day before or day of show	Set up chairs for audience, arrange stage, check sound equipment.
30 - 45 minutes before show	Distribute programs.
Immediately after	Send list of winners to the newspaper and the complete results to the 4-H Agent. Thank you notes to contributors.