**Checklist for Outreach Events**

**Promotion**

Prepare information Flyer about event at least 6 – 8 weeks in advance

Promote the Event through your church Announcements starting about 4 weeks

 prior to the event (works best if you announce it yourself)

**Cattle**

 Contact your stock provider at least 30 days in advance if possible to arrange your stock requirements. If possible on some events it would help to have a call in date about 30 days prior to event to help determine how much cattle will need to be provided for the event.

**Concession Stand**

Make arrangements with the church chuck wagon team with an estimate of how many participants and spectators to prepare food for about 2 weeks prior to the event.

**Helpers**

Judges for event (neutral from church if possible)

Back Pens

Gate Man

Announcer

Time Keepers

Message/Speaker

National Anthem?

Horseback riders to post colors?

**Work Ahead of Time**

Sound System

Water Arena

Drag Arena

Tag Cattle

Any additional setup dealing with panels

Chalk Line

**Other/Misc.**

Hay

Feed?

Cattle Back Number & Glue (if applicable)

Milk Bottles (if applicable)

Paint Sticks (if applicable)

Water in Stock Pens

Blank Checks for Winners/ Stock Contractors

Cash Box for Registration (Needs to be requested 1 week before event)

Registration Helpers

Prizes (Depending on prizes you should allow 6-8 weeks)