Suggested Field Day planning timeline 2017

This is a suggested timeline only. It is recommended that it is modified to meet the needs to the club in charge of planning. By asking other clubs to participate it will allow your club to oversee the event and fill in where needed. It also allows other club's to meet their obligation to help put on county-wide events.

Please consider creating another binder with your new ideas or changes. It should be kept at the county offices for future use.

6 months out:

Confirm location Identify jobs and invite other clubs to participate Confirm their participation Draft a flyer Decide on stations, emcees, food and awards

Plan budget (try to add some silly prizes)

Will there be CTAs or ALL Stars?

Make sure this event is promoted at other county events.

3 months out:

Post event in county newsnotes

Send flyer to all clubs

Ask participating clubs to send in their own newsnotes article explaining their activity area.

Make sure each club has created a flyer to hand to each club. Score card should be on back.

Clarify and confirm their awards. Gold only? Or 2nd and first place in noniudging events?

Make sure county has certificates & medals

Plan day's timeline

Layout all activities, lunch and judging areas on a map

Decide if volunteers should wear full whites

Confirm your own club's volunteers for set up and clean up.

Work with Dessert contest so all samples are ready when day begins.

Find out which clubs need help with copies

4 weeks out:

Send reminder letter to all participating clubs with your expectations. Ask clubs to make signs, have speakers and name tags.

Scorecards for each contest area have been reviewed?

Confirm lunch plans with site

Offer to meet with clubs who are volunteering

Be on the agenda for County Council with an update of event

Lunch menu?

Are you on budget?

Think about fun way to end the event and discuss with emcees.

Ask clubs to make a poster about any upcoming event they want to promote.

2 weeks out:

Locate certificates and set aside

Finalize emcees scripts and review with them

Pick out ice breaks or activities as needed to fill time

Have a plan to get in building the day before and day of

1 week out:

Last minute emails to all participating clubs confirming details.

Figure out rotations and prepare color coded papers

Pre-write thanks you's to clubs and add self critique

Judging displays provided by members must be turned in to club in charge.

Answer key should be ready for that site.

Find volunteer photographer for all sites

Know where the certificates and medals are

Day before:

Have awards and blank certificates on site

Set up various areas by making sure each station has a copy of the proposed timed rotations.

Encourage clubs to be there to set up

Morning of:

Be on time!

Check in with clubs

Try to hold back rotations until every club is in place

Start emcees on time

Watch rotations

Get registration names turned in tabulations room

Check in with all tabulators to see if they are on time

By 11:40 know what areas are on time and which are not.

Before breaking for lunch, give an update to members on changes to the awards times

Assemble awards and get them to the emcees

1 week after:

Send out club thank yous and self critiques Assemble binder Put in photos Plan report to County Council Gather critiques and give binder to county offices

Field Day schedule 2017

Color coded rotations for stations:

1-Natividad/judging event – (now a photography concepts session)

2-Buena Vista/dessert contest –

3-Aromas/

4-Session w/All star

5-Mission / vegetable judging

8am KCR setting up the Registration area & Snack area

setting up photography session area

Mission setting up vegetable judging

Aromas/etting up the games area

Buena Vista setting up the dessert contest area

KCR setting up the poster contest area

Camp set up food area

8:30 All Star and other emcees in place

8:45am - 9:25 registration table open

9:30 General announcements begin

Explanation of how different areas work by representatives from Aromas, Natividad, Mission and

Buena Vista

KCR begins judging posters with judges

KCR turns in all sign in sheets to tabulations office

9:45 rotation #1 begins

10:05 rotations move & session #2 begins

10:30 rotations move session #3 begins

10:50 rotations move & session #4 begins

11:10 rotations move & session #5 begins

11:30 Rotations END/lunch opens

11:30-12:15 lunch

12:15 entertainment all stars

TBD Awards



Fantastic 4-H Field Day Saturday, February 4, 2017 8:45 am to 1:00 pm Salinas Valley Fairgrounds

625 Division St, King City

The Monterey County Fantastic Field Day is a county-wide, annual event open to all 4-H members that includes educational activities, contests, entertainment and food. Each contest will be based upon age categories and will vary from colored seals, People's Choice to gold medals.

Registration is from 8:45 – 9am

Rotations for the morning:

Opening Ceremony – Monterey County All Stars

Judging Contest – Judge a variety of displayed items relating to 4-H projects from 1st to 4th places. Hosted by Natvidad 4-H. See flyer

Vegetable Judging Contest - Discover the fun of vegetable identification that you can use. Hosted by Mission 4-H. See flyer

Dessert Contest – Enter a dessert using the categories provided. Includes both a medal contest and a People's Choice. Hosted by Buena Vista 4-H. See flyer
 4-H – a fun rotation. Hosted by Aromas 4-H.

All Star Presentation – by All Stars Jewel Anthony, Violet Lurz & Luke Vorwerck

Entertainment

Awards and closing ceremony – Monterey County All Stars

Poster Contest – Bring an educational poster. See flyer.

Dessert Contest – Enter your favorite dessert. See flyer.

This day is sponsored by the Monterey County 4-H Council. To find out more on how the council provides for the 4-H community, come to a meeting the 3rd Tuesday of the month at the 4-H county offices!

This event is hosted by King City Rural. The rotations are hosted by the following clubs: Aromas, Mission,

Natividad, Buena Vista and King City Rural.

Snacks will be available

Members who are dropped off will need a signed 4-H medical release form

Parents – we are completely dependent on 4-H volunteers to organize and run this annual event. We rely on several clubs to bring in their experience to make this day a success. If you have any questions or concerns, please speak with the adult in charge of that rotation or the King City Rural club coordinators. Your member will receive directions on each activity as they rotate every 15 minutes with a tour guide.

You are welcome to stay and enjoy the activities! PLEASE be respectful of the youth in the contest areas. If your member chooses to be a part of a judged contest, please DO NOT provide answers or offer coaching. If your member just wants to try the contest activity and not be judged, you are welcome to explore the contest area and help your member later.

The event is open to primary age members (Cloverbuds). However, a parent/guardian must stay with the cloverbud for the entire event.

Pre -Sale Lunch - ONLY \$5.00

Save time and save money! A presale lunch is being provided by **Monterey County 4-H Camp program**. Fill out this portion and return by mail to address listed below. Due by: **February 1**st, **2017**. Please make your check payable to: Monterey 4-H County Council.

Menu features:	Pizza Water Fruit Cookie		
Name of 4-H me	mber	 	-
Number of meal	s	 	
Total fee enclos	ed \$		
	_		

Mail check to: Monterey County 4-H camp, 1432 Abbott St, Salinas, CA, 93908 The 4-H member's name will be on a list. *Some "walk up" lunch tickets will be available.*

The University of California Division of Agriculture & Natural Resources (ANR) prohibits discrimination or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at http://ucanr.org/sites/anrstaff/files/107778.doc Inquiries regarding ANR's equal employment opportunity policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, One Shields Avenue, Davis, CA 95616, (530) 752-0495.

Fantastic Field Day 2017 checklist from county offices:
1 4-H BannerField day banner
☐ 2 office Supplies box
□ Copier w/paper
☐ 4-H Flag w/base
□ 3 Easels
□ Dry erase stand/easel
☐ Gold Medals 28 count (that's all we have!)
☐ Seals – gold only for all contests
☐ Participation certificates 120 amount
□ County honor certificates 30 count
 □ Medical release forms – 40 count
□ Poster scorecards – 40 count (color coded)
☐ Age category cards for poster contest (Color coded)
□ All star script
☐ Rotation schedule – the hosting club determines.
□ Building use facility contract signed

Tables – TBD Chairs - TBD



Total Du	e \$350.00
Refund \$	Date
Check #_	

625 Division Street King City, CA 93930 831-385-3243 www.salinasvalleyfair.com 2016-1249

LEASE AGREEMENT:

THE SALINAS VALLEY FAIR (SVF) (LESSOR) and LESSEE listed below, enter into this LEASE AGREEMENT on Friday, January 26, 2018.

Company: Monterey County 4-H

Contact Name: Kristin Iverson, King City Rural 4-H

Address: 1432 Abbot Street

City: Salinas State: Ca ZIP: 93901

Phone: 4H Office 831.759.73.86 Kristin: 831.596.5911

Event: Monterey County 4-H (LESSEE) will use the premise(s) for the sole purpose of a 4-H Youth Event

LEASED SPACE AND USE DATE(S)

For use of the listed premises, the **LESSEE** shall pay **LESSOR** the amounts listed below on or before the due dates. **In no case shall permission be given to occupy the premises by the LESSEE**, **their agent, or guests until all required payments are made.**

Building	Date	Time		Function	# of Guests		Lease Fee
Expo, Cafeteria	Longbranch	Home Arts 02/03/1	17-02/04/17	4-H Youth Activity	220 (Est)		\$1460
Day before Set	ир						\$125
Equipment ren	tal - (none)						\$0
Insurance							<u>Own</u>
Standby							N/A
-						Subtotal	\$1,585.00
					SVF Comr	nunity Donation	n: -\$1,135.00
Balance due no	<u>t</u>						\$350.00

The deposit due upon execution and return of this Lease Agreement is \$00, due on or before date booked. Date(s) will be held tentatively until the signed Lease Agreement and deposit are received. In the event the deposit and Lease Agreement are not received within the time frame allowed all space being tentatively held will be released. The Deposit is to guarantee the specific dates and will be held to cover any damage or excessive clean-up after the event. Cancellation – see Paragraph 1 of the Salinas Valley Fair Policy Statement. The Deposit will be returned within fifteen (15) workdays after of the above mentioned event.

Except as indicated above, it shall be the sole responsibility of the **LESSEE** to arrange and pay for all personnel, equipment and services not listed above.

Any set-up change made within 7 days before the event date, the Lessee will be charged back the cost of making the change at the rate of \$25 per hour per person with a 1-hour minimum. Equipment changes made within 24 hours will pay the floor order equipment rental rate

FOOD AND BEVERAGE SERVICES TO BE PROVIDED BY:

The LESSOR's food and beverage service providers need to comply with all local, state and federal rules and regulations	. SVF Policy
Statement Paragraph 3 Insurance requirements must be met.	

Food Service provided by: Monterey County 4-H Camp

I,			_, have read and fully understand the Lease Agreement.
	LESSEE - Print Name Here	<i>Title</i>	

The LESSOR reserves the right to move the event up to one month before the event.

I agree to abide by the terms and conditions set forth in this Lease Agreement and assume the responsibility for complying and enforcing the provisions of the SVF Policy Statement. This Agreement is not binding upon Lessor until it has been duly accepted and signed by its authorized representative.

IN WITNESS WHEREOF, this Agreement has been executed in duplicate by and on behalf of the parties hereto,

LESSEE Signature	Date
CEO Signature (LESSOR)	Date

1. BOOKING AND CANCELLATION

A booking is tentative and the date remains open until the contract and deposit are received by SVF. Lessee that has been offered a tentative booking will be given notice of another potential Lessee and will have two working days to sign an Agreement and provide the required deposit. The Deposit will be forfeited if the event is cancelled. Any damage occurring during the event will be deducted from the deposit. The deposit will be returned within fifteen (15) workdays after the event.

2. LIQUOR - ALCOHOLIC BEVERAGES

Consumption or possession of liquor and/or alcoholic beverages by individuals under twenty-one (21) years of age is strictly prohibited. A minor found in possession of alcoholic beverages will be detained and will be referred to the appropriate law enforcement agency. Lessee shall not provide alcoholic beverages to individuals under twenty-one (21) years of age. Consumption or possession of alcoholic beverages from outside sources is strictly prohibited. Any person or persons found in violation of this provision shall be removed from the premises. Lessee shall be responsible for enforcing these policies and violation of these policies may result in the event being closed down.

3. INSURANCE

Salinas Valley Fair Inc. requires a \$1,000,000 minimum general liability with a minimum of \$1,000,000 liquor liability insurance where applicable. The Salinas Valley Fair Inc. and the County of Monterey, the State of California shall be listed as additional insured. Such insurance afforded to contract and Owner as additional insured under sub-contractor's policies shall be PRIMARY INSURANCE and not excess over, or contributing with, any insurance purchased or maintained by the Lessee or Owner. Insurance is required thirty (30) days prior to any event and shall be provided by insurance companies authorized to do business in the State of California.

Authorized outside caterers must provide a minimum of \$1,000,000 of liability insurance covering the consumption of their product. The Salinas Valley Fair and the County of Monterey shall be listed as

4. DEFAULT OR BREACH BY LESSEE

In the event of default in the payment of rent or breach of the term of this Agreement by LESSEE, the contracted event shall be canceled. The SVF management may re-enter the premises, remove all persons, and take whatever legal action necessary to obtain possession of the premises. LESSEE shall be obligated for payment of the agreed upon Agreement. Any deposits shall be retained by SVF and shall be considered partial payment of any damages. If legal action is instituted to enforce compliance with the terms of this Agreement, The SVF shall be entitled to any statutory costs and reasonable attorney fee. Venue shall be in Monterey County, California.

5. SET-UPS

LESSEE is to furnish sound, electrical and mechanical set-ups as well as a full and detailed outline of all floor plans, equipment, and personnel required for the event fourteen (14) days prior to event. The SVF will designate and provide, at LESSEE expense, additional pre-event services and equipment in connection with the requested use of SVF equipment and services. Floor Plan Changes - If changes are made to the floor plan within 24 hours prior to the event date, the cost associated with that request may be charged to LESSEE. Equipment Rental Changes - Any requests or changes that are made during load-in are

6. PROPERTY DAMAGE

Any damages to the property of the SVF that occurs, as a result of the LESSEE activities, will be charged to the LESSEE. Payments for damages in excess of Damage Deposit to occur within ten (10) working days of the date the damage occurred. The SVF and the County of Monterey, do not assume any liability whatsoever for any loss or injury to the LESSEE or LESSEE property while on premises.

7. FREIGHT
The SVF does not accept freight for a show. Arrangements to store freight prior to a show needs to made with one of the local freight companies. Contact the SVF Administrative Office for more information.

8. SEATING CAPACITY.

Tickets to any entertainment, exhibition or arena event shall not exceed the maximum seating capacity of the SVF. The LESSEE shall not exceed the maximum occupancy capacity or the guest count listed in the Lease Agreement. The decision of the SVF CEO shall be final. The LESSEE will permit no chairs or movable seats to be or remain in the passageways and will keep all passageways clear at all times

Overnight parking is prohibited without prior written consent from the SVF Management. The distribution of literature or materials in the parking area is prohibited. Clean up of unauthorized literature or materials may be charged back to LESSEE.

10. PERMITS, LICENSES, AND TAX

The LESSEE shall be responsible for filing of federal, state, and local tax returns and payment of all sales, admissions, excise or other taxes due in connection with such admission. LESSEE shall obtain at its own expense all licenses and permits required by law. LESSEE is responsible for all BMI and ASCAP and other copyright fees.

11. ADVERTISING

It is the responsibility of the LESSEE to clearly advertise to the public the dates, times, leased area, and price of the event at the SVF. All advertising must be approved, in advance by the SVF Management. LESSEE may not advertise any event until contract between all parties are fully executed.

The SVF may require uniformed police officers and/or bonded security to be on site during any event at the expense of the LESSEE. The SVF reserves the right to determine level of bonded security present during the event. The LESSEE is responsible for all security costs. Should the event require more security than originally estimated THE SVF reserves the right to hire more uniformed officers/bonded security at the expense of the LESSEE.

13. WASTE MANAGEMENT FEES

The SVF may charge fees for Waste Management when leasing any of the SVF buildings or grounds. Excess trash will be charged at \$60 per cubic yard.

14. UTILITY FEE

The SVF is the exclusive electrical service provider for all events. The LESSEE shall be charged at current rates. LESSEE to provide electrical equipment list seven (7) days prior to the event. Orders received within seven (7) days will be charged floor order rates.

15. CONTROL OF BUILDING

In leasing said premises to LESSEE, the SVF does not relinquish the right to control management thereof, and to enforce all the necessary and proper rules for the management and operation of the SVF and that County of Monterey, their agents, the SVF employees, and the SVF CEO may enter the demised premises, at any time and on any occasion. The LESSEE hereby waives any right and all claims for damages against the SVF for wrongful entry and control of leased premises.

16. EVACUATION OF FACILITY

Should it become necessary to evacuate the SVF for reasons of public safety, mechanical or systems failure, the LESSEE will retain possession of the premises for sufficient time to complete presentation of activities without additional lease charges providing such time does not interfere with another building lessee. If it is not possible to complete presentation of the activity, lease shall be forfeited, prorated or adjusted at the discretion of the SVF based on the situation, and the LESSEE waives any claim for damages or compensation from the SVF.

In the event that the above described portions of the SVF are not vacated by LESSEE on the date and time specified in this agreement, then the SVF is hereby authorized to remove goods, wares, merchandise and property from SVF, at the expense of the LESSEE. The SVF is hereby expressly released from any and all claims for damages of whatever kind or nature. For any period beyond the term of this Agreement that the LESSEE may need to remain in the building, the SVF shall be entitled to charge the move in - move out rate, per day.

18. LAW OBSERVANCE

LESSEE will comply with all laws of the United Sates and the State of California, all municipal ordinances, and all lawful orders of police and fire departments or any other municipal authority; and will obtain, and pay for all necessary permits, taxes and licenses; and will not violate any laws, ordinances, rules or orders. If violation is on the part of LESSEE, personnel employed by LESSEE, the LESSEE will immediately correct such violation. Without the written consent of the SVF, the LESSEE shall not operate any engine or motor machines on the premises or use oils, burning fluids, kerosene, naphtha or gasoline for either mechanical or other purposes or any other agent for illuminating the premises.

19. WEAPONS

The LESSEE, without the written consent of the SVF CEO, shall permit no firearms or other weaponry on the premises.

20. PYROTECHNICS

The SVF strictly enforces fire codes that ban all pyrotechnic activity on SVF property (ex: fireworks).

21. DEFACEMENT OF BUILDING

The LESSEE shall not drive any nails, hooks, tacks, screws or tape in any part of the building nor shall the LESSEE make or allow any alteration of any kind therein. If any portion of said building or grounds, is damaged by the act, default or negligence of LESSEE, or LESSEE agent, employees, patrons, the LESSEE will pay the SVF upon demand such sum as shall be necessary to restore said premises to their original condition. LESSEE hereby assumes full responsibility for the character, acts and conduct of all persons admitted to said premises or to any portion of said premises and grounds by consent of LESSEE or by or with the consent of LESSEE employees or any person acting for or on behalf of said LESSEE. LESSEE agrees to have on hand at all times sufficient security to maintain order and protect persons and property.

The SVF agrees to furnish water by means of the appliance installed for drinking fountains, ordinary toilet or janitor purposes, but for no other purpose unless otherwise specifically provided for in this Lease

Agreement. The SVF has water available for animals during contracted events. The LESSEE is responsible for watering animals. 23. ASSIGNMENT

LESSEE shall not assign, transfer or encumber nor shall LESSEE permit any other person to occupy the premises other than exhibitors or other parties without the expressed written approval of the SVF. 24. DISCRETIONARY MATTERS

Any decision affecting any matter not herein expressly provided for shall rest solely with the discretion of the SVF CEO.

25. HOLD HARMLESS/INDEMNIFICATION

LESSEE shall indemnify, hold harmless and defend or pay the costs of defending the SVF, County of Monterey, their agents, employees, and assigns against and from any and all penalties, claims, damages, actions, suits, liability, loss, expenses, costs and judgments of any nature whatsoever incurred as a result of LESSEE negligence or violation of any federal, state, or local law, ordinance, or statute arising from the operation of this Lease Agreement, or lessee failure in any respect to comply with requirement of this Agreement.

, have read and fully understand the SVF Policy Statement.

LESSEE - Print Name Here

Title

Signature

GREEN ROTATION - 100

			MEDICAL
ZAME	AGE	CLUB	RELEASE Y/N
1 Zoe nosales	7	KC Rusal	7
2 F BOKS HEAVING	6	Kc Rural	>
3 Corcace bearne	8	Ke Rual	>
4 Mura Hoton	9	Ke Rural	7
5 Miss Laprez	0	KCBR	7
6 I've Ploves	7	KC r UVal	
7 Cambell Ramirez	7	KC Aural	
8 Jiek Lindley	0	Chuala 4-H	1
9 Maya Giannini	0/	Chualor	5
10 Cadre Guzman	0/	Chaglar]
11 Alec Giannini	7	Chualar	1
12 Gang Esparta	=	hill fown	
13 Hawler Nichisch	=	Hillkown	
14 Zachay Ocha		Natividad	
15			
16			

YELLOW ROTATION TORRESTANIA

MEDICAL RELEASE Y/N			7	/	1	7	7)						7	7	
CLUB	Kc Rual	Buena Vista	Kek	K Blee	Grentield	Borrow Kc Rungl	Margar San Berance	KCBK	KC	KCBR	Mission Cloudbuds	Lockwood	Lockwood	KCBR	KCBR	N'OX
AGE	2	10	6	15	6	1	R	13	2	17	6	00	11	3	, 3	_
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PINK ROTATION-MARTI MCKEYMON

NAME	AGE	CLUB	MEDICAL RELEASE Y/N
1 Sam Meanne	0		7
2 Wiles Cheanne	Z		7
3 Megan Weterling	7	hockwood	1
4 Morgan dencal	00	Lockwood	
5 abigail Clarke	0	Spring	
6 Sam Clarke	5	Spring	
7 Generals Jakkez	0	Whiled	
8 manuel ahoa	5	KCBR	1
9 Addy Crimers	6	Hill town	
10 1 pained lennedy	2	Hultas	
11 Bret Wilkins		Jalusson	
12 Shaw Spry	C	Mission	
13 Maripar Argen Mason Roddy	14	Chualartet	7
14 Valentina Herrera	101	KCBR	man
15 MWK HEVREVER	13	KLBR	Marie
16	-	N	

BLUE ROTATION Priamo

NAME	AGE	CLUB	MEDICAL RELEASE Y/N
1 Matt Tuerse	6		
2 Henry Brown	=	Buena Vista	
3 Arddan Claulk	=	Ker	
4 Sierra Sala	7 1	Chualar 4-H	7
5 Meliny Down	01	KeBR	7
6 Steven Picazo	13	KUBK	7
7 Claire Larson	18	Mission 4-4	•
8 Brenna Owens	/ 13	KCBR Runa	7
9 Kaylee Purol	(5)	KAR	7
10 Megan Flores	1	Kebk	7
11 Cort Kosester	7	Lackwood 4-H	
12 Rachel Wilkins	110	Lockward 4.H	/
13 Joaquin Calvo	7	Lockwood 4H	1
14 Sabel Hanchri	7	Armas	
15 Hayleer Sylvein	7	KC Qual	7
16, ess 8e Lederma	=	KCBR	7

Blue wart

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17	18	19	20	21	22	23	24	25	26	27	28	29	30

ORANGE ROTATION Common

	AGE	E I I	MEDICAL
Ribar Olson		5	WELEASE T/N
2 2 2	7	R) AUNT	
Elisabeth Gage	7 3	Buena Vista	7
annah Brown	2	Buena Vista	1
-I ma Mc Pherson North	San Po		7
Garnantha Richardson	5	3 KC Rural	7
Tessa Rava	0)		7
monah Rochelle Bill	5	`	7
Layton Rightmyer	7	Missim 4H	manus stading
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Alexandra Murphy	7	- Natividad 4H	Mm
Alexis McQuitty	7 7	· Natividad 4th	Mm
Alexa me Quita	7	Nath vidad 4H	=
Lilly McQuitty	9	Natividad 4H	=
Rebekkah mc Buity	7	Natividad 4H	*2
Alex Cenubio	= 2	KCBR	meny
Josh Cenobio	>	KCBR	men
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Nathan Newberg	chase Wilkinsm -	Vandenbulke							2				
Nathan	chase	Caden											
17	18	19	20	21	22	23	24	25	26	27	28	29	30

Alternote Groups

2 2

Field Day schedule 2017

Color coded rotations for stations:

1-Natividad/judging event – (now a photography concepts session)

2-Buena Vista/dessert contest –

3-Aromas/

4-Session w/All star

5-Mission / vegetable judging

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setting up photography session area

Mission setting up vegetable judging

Aromas/etting up the games area

Buena Vista setting up the dessert contest area

KCR setting up the poster contest area

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10:05 rotations move & session #2 begins

10:30 rotations move session #3 begins

10:50 rotations move & session #4 begins

11:10 rotations move & session #5 begins

11:30 Rotations END/lunch opens

11:30-12:15 lunch

12:15 entertainment all stars

TBD Awards