4-H | GUIDE

4-H Club Meeting Room Setup Guide

A setup guide for 4-H club leaders to arrange a meeting room for comfort, safety, and good participation. Print it, follow the steps in order, and keep the copy handy for later reference.

Farm / unit: _____ Date: _____ By: _____

1. Confirm the room is reserved
2. Check exits and clear walkways
3. Arrange seating for the group
4. Set up a table for officers
5. Prepare sign-in sheet and agenda
6. Set up displays or demonstration space
7. Check lighting and sound
8. Set out snacks safely
9. Clean up and return room

YOUR NOTES

TIP Arrive early to set up and use a diagram so any helper can arrange the room the same way.