

### Setting Up a Workshop

All workshops must be approved by the Extension Office prior to scheduling your event. Begin that process by completing & submitting the [Larimer County 4-H Event Planning Worksheet](#). This guide will help you complete that worksheet.

- **Step 1: Initial Planning**

- Details to consider:

- Audience for the workshop
- Location and space needed
- Date and time
- Number of volunteers needed
- Set-up needed – tables, chairs, projectors, screens, etc.

- Setting a date and time

- When deciding on a date for your workshop, consider other activities that might keep your participants from attending, such as other 4-H events, club meetings or holidays.

- Choosing a location for your workshop

- You may choose to hold your workshop at The Ranch, the Extension Office or a location of your choice (find a list of Extension Office or The Ranch locations attached)
- When choosing your location:
  - Consider drive time for your participants. Try to choose a centrally located facility, if possible.
  - Size of space needed for your workshop
  - Type of space you will need; indoor classroom, large hall, outdoor arena, show ring or pens for animals. Keep in mind the weather conditions for that time of year. You may want to request an indoor area.
- Workshops can be held at other facilities & private properties
  - If the workshops will be held at locations other than The Ranch or the Extension Office, you will need the name of owner and proposed address for the event

- **Schedule your workshop as early as possible to make sure you can secure your preferred location, date and time.**
- **Step 2: Workshop approval, room reservations, and advertising**
  - Complete the [Event Planning Worksheet](#) and submit to the Extension Office for approval prior to scheduling the event.
  - Extension Office staff will follow-up with you for questions, clarification, or approval.
  - Contact the Extension Office with any questions at 970-498-6000.

**Additional details to consider when planning your workshop:**

- **An Informed Consent Form is required for all activities that have inherent risks, such as working with large animals or firearms, recreational activities and when non-4-H members are participating**
  - Informed Consent Forms can be found on the [Larimer County 4-H website](#) under 4-H Club Resources
  - Informed Consent Forms must be provided to each participant/parent to review and sign before the event
- **Your workshop may also require additional insurance**
  - Workshops that involve out of county 4-H members and/or that are open to the public, such as horse and dog shows or clinics
  - If the workshop has activities that have inherent risks for the participants, such as working with large animals, firearms or participating in recreational activities
  - To request additional insurance for your workshop, please contact the Larimer County Extension Agent
- **Workshop registration – A registration system will make organizing your event easier.**
  - Online registration or email can both work well.
  - Deadline for registering
    - Set a deadline for required registration
  - Minimum number of participants needed
    - Decide what the minimum number of participants you will need to be able to successfully hold your event
  - Maximum number of participants allowed
    - What will be the maximum number of participants your workshop, space or clinician can handle

- Are there any specific requirements to attend this workshop?
- **Advertising the workshop – Consider the best approach to advertise your event & request in the Event Planning Worksheet:**
  - The extension office can help you advertise in three ways. Please indicate on the Event Planning worksheet if you would like our office to advertise your event. The three options are:
    - Email from the Extension Office
      - The Extension Office can send out an email to our members or group of members
      - This should be done at least 2 weeks prior to your event. Reminders can also be sent.
    - Article in the 4-H Newsletter
      - Information and/or a flyer for your event must be submitted to [dkern@larimer.org](mailto:dkern@larimer.org) by the 10<sup>th</sup> of the month to be included in the following month's newsletter
      - There is no charge to advertise a 4-H event
    - Posting on FaceBook or the website
      - The Extension Office can post events to the Extension Facebook page &/or County Extension Website
- **Leaders for the workshop – How many volunteers will you need to deliver a successful workshop?**
  - Recommended 1 leader for every 10 participants
  - Who will be in charge of the event
- **Will there be a charge for your event? Do you need to cover any workshop materials or clinician fees?**
  - Please consult the Extension Agent when fees are involved
  - Do not sign any contracts with clinicians, this must be approved by the Extension Agent
- **Overnight housing needs – Will your workshop require any overnight housing arrangements for animals?**
  - The Ranch may be able to provide overnight housing for animals if you have a multi-day event that is being held there
    - Please speak with the Extension Agent to discuss possible arrangements

*Contact the Extension Office with any questions you have about this process at 970-498-6000*

## Facilities Available for 4-H Workshops

**Extension Office Address:** 1525 Blue Spruce Dr., Fort Collins, CO 80524

**The Ranch Address:** 5280 Arena Circle, Loveland, CO 80538

Facility	Type of Space	Maximum Capacity
McKee 4-H Building at The Ranch	3 Small Classrooms – white board & screen, tables & chairs available, bathroom facilities	35 each
McKee 4-H Building at The Ranch	3 Large Classroom - white board & screen, tables & chairs available, bathroom facilities	45 each
McKee 4-H Building at The Ranch	Small Classrooms, 2-3 Combined - white board & screen, tables & chairs available, bathroom facilities	70 – 105
McKee 4-H Building at The Ranch	Large Classrooms, 2-3 Combined - white board & screen, tables & chairs available, bathroom facilities	90 – 135
McKee 4-H Building at The Ranch	Exhibit Hall (Can be divided into 2 or 3 smaller halls) tables & chairs available, bathroom facilities	35 - 150
Longhorn Outdoor Arena at The Ranch	Large outdoor arena, round pen panel fencing, parking and seating available	Depends on activity, members with animals 30 at one time
Round Up Outdoor Arena at The Ranch	Large outdoor arena, horse show fencing, parking and seating available	Depends on activity, members with animals 30 at one time
Mac Equipment Inc. Indoor Arena	Large indoor arena, plenty of parking and seating, possible concession stand, bathroom facilities (Limited Availability)	Depends on activity, members with animals 30 at one time
The Ranch Warm Up Indoor Arena	Small indoor arena, no seating available, round pen fencing, bathroom facilities	15 small animals, 8 large animals
East or West Pavilion at The Ranch	Large indoor space with concrete floor, pens or small arena possible, bathroom facilities	Depends on activity
East or West Pavilion at The Ranch	Overnight stalling for 4-H animal project camps	As needed, maximum 120
Extension Office	Meeting Room – tables, chairs, computer, projector & screen available, bathroom facilities	80