



4-H Food Showdown Contest Timeline

1. **Prior to competition**

- Promote competition.
- Review competition rules and contest guidelines thoroughly.
- Secure competition venue. Be sure that water and electricity are easily accessible and that 6-8 ft. tables are readily available. There should also be a refrigerator, if not, supply ice chest(s). It is helpful to have a large room for the competition, a more secluded area for teams to wait for their turn to present, and an area for parents to stay during the competition.
- Set pre-registration deadline and make registration forms available. Be sure that the registration information includes a RAM form and has a section to indicate if the competitor has food allergies or needs other special accommodations.
- Confirm two to three judges per age division.
- Confirm "runners" to be available to assist judges and competitors.
- Confirm Food Showdown volunteers to competitors and insure safety.
- Determine recipes.
- Gather contest supplies. Purchase ingredients and suggested common pantry items, secure extension cords, pitchers for water, ice chests, first aid kit, etc. *Consider soliciting donations from local grocers, commodity group or producers.*
- Compile judges' packets. Each packet should include a copy of the rules and contest guidelines and a scorecard for each team in the competition. Also, provide one copy of the "4-H Food Showdown Ranking Form" to the team of judges to record the results.
- Prepare clues to give to each team.
- Gather resource materials to be made available at the contest. See the competition rules and guidelines for a list of resource items.

1. One- two hours prior to competition

- Set up room, providing enough space for each group to work. A 6-8 foot table is recommended for each team.
- Set up holding area for teams to wait for their turn to present.
- Post signs indicating parents' waiting area, holding area, competition area.
- Thoroughly clean workstations with anti-bacterial solution.
- Ensure that there is a trash receptacle near each workstation.
- Set up the common pantry. Include spices, condiments, etc.
- Confirm that water and electricity are easily accessible.
- Confirm that a first aid kit is on site.
- Place a set of resource materials at each work station.

2. Forty-Five minutes (or more)

- Teams will check in with contest coordinators at registration area, submit RAM forms, and draw for order of presentations.
- Contest volunteers will examine supply box to ensure it meets requirements.

3. Thirty minutes prior to competition

- Conduct orientation for judges and runners.

4. Fifteen minutes prior to competition

- Allow teams to enter competition area to set up their work space, put on aprons, tie hair back, etc.
- Distribute the sealed ingredients containers and written clue (sealed in envelopes) to each work station.
- Once teams are settled, conduct a quick review of contest and kitchen rules, and allow time for questions.
- Indicate where completed dishes are to be placed after preparation.

5. Competition

Food Preparation

- Judges will circulate throughout the room to view safe food handling procedures and ask questions of competitors as they work.
- Contest volunteers will circulate around work stations to ensure safety of participants and respond to questions as needed.
- Runners will be available as needed.
- A contest official will keep time and announce time warnings.

Judging

- Teams will place their food dish in the designated judging area.

- Teams will be taken to a waiting area until it is their turn to present. There should be no talking in the waiting area. This area will be monitored by a contest volunteer.
- After teams present, they are to leave the judging area and wait for contest results.
- Judges will award each team a blue, red or white ribbon according to the Danish system.
- Judges will rank teams (1st, 2nd, 3rd , etc.) and give score cards and ranking sheet to the contest coordinator.
- Contest official will announce placings.

6. Conclusion of Contes

- Teams will return to pick up their supply box.

7. Other

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