4-H Auction Promotional Requirement Form

All consigned market animal members (including market poultry) are required to complete one of the following auction promotional items by June 1. Failure to complete this requirement on time will result in the forfeit of all market animal premiums.

- Create and display two posters or fliers promoting the auction. These may be displayed in local businesses, stores, companies, etc. Please ask permission before displaying. Be sure to include the date, time, and location of the auction and the CCE Office phone number for more information – 585-991-5420. Please complete the section below with business information and representative signature and submit to the CCE Office – 3 Murray Hill Drive, Mount Morris, NY 14510 or mjw16@cornell.edu **by June 1.**

  OR

- Create a letter to potential bidders and submit a copy to the CCE Office **by June 1**. Letter should include:
  - Introduction of yourself and the purpose for the letter
  - Specific information about your animal(s) - species, breed, age, color, weight, etc.
  - Feeding and care programs
  - What makes your animal unique? Why individual or business should bid on your animal?
  - Invitation to meet you in person, attend the auction, and bid on your animal(s). Include date, time, and location of the auction and your contact information
  - A picture of your animal(s)
  - Thanking them for their time and consideration.

4-H Member Name: _____

Name of Business #1	Address
Signature of Business Representative	Phone # and/or Email Address
Name of Business #2	Address
Signature of Business Representative	Phone # and/or Email Address