



Denver, Colorado
January 10-13, 2019



2019 Western National Roundup

Western National Roundup, a tradition for 98 years, was originally designed to recognize state and national winners. As the 4-H program has changed to meet the needs of youth today so has Western National Roundup. This year's event, like the ones that preceded it, will not only recognize excellence but also provide an outstanding, educational opportunity for 4-H youth.

The 4-H organization differs in each state. As you make new friends, we hope that you will explore the variety of ways in which states conduct their 4-H programs. You are sure to go home with new ideas on how you can improve your state's program. You will find that each state selects Western National Roundup delegates differently. The Planning Committee hopes that you will use your time in Denver making new friends and gathering new ideas.



Western National Roundup is an active conference with more than 1,200 attendees participating in 19 national level contests, numerous workshops, activities, meals, and travel between several locations. The conference headquarters – the Denver Renaissance Hotel – is a large facility with 12 floors, more than 400 rooms, dozens of conference spaces, banquet halls and catering capable of seating and feeding hundreds at once. As you can imagine, it takes our staff and volunteers months of planning to make this event run smoothly, and it also takes participants knowing the rules & expectations of attendees, being in the right place at the right time, and so on. This handbook is designed to help define the expectations of attendees.

PREPARING FOR YOUR ROUNDUP EXPERIENCE

Conference Check-In will be held at conference headquarters at the Renaissance Hotel:

Wednesday Arrivals: Check-In between 3:00p.m. and 6:00 p.m. on Wednesday

Thursday Arrivals: Check-In between 9:00a.m. and 4:00p.m. on Thursday.

Late Check-In will be held as needed in the same area. Upon arrival please send one adult to check in your state's entire delegation.

Side note: Meats ID participants who are staying around the Greeley area: you do not need to come to the Renaissance to check-in unless you are planning to attend the banquet on Friday night—if you do, you'll get your check-in bag on Friday before the banquet. If you have not checked in by Saturday morning, we will have your check-in bags at your contest on Saturday.

NAMETAGS

Your chaperones will give you a Roundup nametag upon arrival. It is used to identify you as a member of our group. **YOU MUST WEAR IT AT ALL TIMES** to be admitted to all Roundup events and workshops. If you don't have it with you, you will be asked to go back to your room to get it. Nametags should not be worn offsite unless it is a Roundup event. Lost nametags and holders will be replaced for \$5. Nametags not only help us to know who you are, but also keep out those who don't belong. We ask that you have a positive, cooperative attitude about wearing it. If you collect pins and stickers, **please don't put them on the nametag covering your name.**

Helpful tips to assist you in checking into The Renaissance Denver Hotel:

1. Check in is at 3pm, we will do our best to accommodate early arrival however this is not something we can guarantee. We do provide luggage storage while you wait. Check out is at 11am.
2. Self-Parking is included with your guestroom rate, please let the front desk know if you will be using the garage upon arrival.
3. Airport transportation... Take DIA Light Rail Line A (near new Westin Denver International Hotel) to Central Park Station (\$9). Once you reach Central Park Station exit head to gate A1. Look for the shuttle bus with the Renaissance/Holiday Inn logo. If you do not see the shuttle please contact the hotel for a shuttle to be dispatched (303-399-700).

Light Rail Schedule: 6am-8pm, every 15 min.
 8pm-1am, every 30 min.
 3am-6am, every 30 min.

Tickets can be purchased on rail line platforms at ticket vending machines, inside DEN or Union Station, or at any RTD sales outlet.

For more detailed instructions please visit: rtd-denver.com or westernnationalroundup.org

4. Please stay up-to-date on the latest schedule and additions to the event on the website at westernnationalroundup.org
5. An optional dinner activity will be posted for Wednesday night for those who have arrived for tours on Thursday and need something to do. Stay tuned for postings.
6. There will be a group discounted dinner offered at the Renaissance hotel restaurant on Thursday evening for those who prefer to stay at the hotel. Please refer to our website for details.
7. Please review the Activities page of the website to see all tours and optional activities.
8. High Speed Internet access is included with your guestrooms. Steps to connect:
 - o Please choose \$9.95 (you will not be charged. Do not select the \$14.95 streaming. It is NOT included with your rate and you will be charged for that one.)
 - o Enter your room number and LAST NAME in all capital letters
9. Rollaway beds are available on a first come first serve basis.
10. Denver Renaissance will handle any overflow with their partner hotels nearby.
11. For information about the area please visit <http://www.stapletondenver.com/>.

We will be looking to block all teams/groups/schools close together prior to arrival, when you arrive we ask that you be patient in checking in as we would prefer to keep you in these rooms and not move your room as we have picked the best possible guestroom option (fair to everyone) taking all requests into consideration while also keeping you close together. Because of the size of this event, the amount of rooms with 2 Queen's needed vs how many we have, and connecting room needs, we cannot guarantee any of these requests in advance. We are not able to confirm any individual schools' request more important than another's. Please note that we are doing everything we can to divide these rooms equally among each school. Also, please keep in mind that most our King rooms also have a pull-out couch in them. Your confirmation numbers are attached.

If we currently do not have your method of payment on file however we do have tax exemption paperwork (We cannot confirm exemption without the Method of Payment). Having this information in advance will dramatically increase the speed of your check in, please find these documents attached. Once we have this information, we will turn off all opportunity for incidentals charged to the rooms unless we receive a credit card for these

charges. Please also note that your tax exemption cannot be adjusted off until the end of your stay. Please stop by our front desk to receive a final copy of your invoice with the tax adjustment on the day of departure.

OR

If we currently do not have your method of payment or tax exemption paperwork on file. Having this information in advance will dramatically increase the speed of your check in, please find these documents attached. Once we have this information, we will turn off all opportunity for incidentals charged to the rooms unless we receive a credit card for these charges. Please also note that your tax exemption cannot be adjusted off until the end of your stay. Please stop by our front desk to receive a final copy of your invoice with the tax adjustment on the day of departure.

OR

Please note that if we do have your Method of Payment and tax exemption paperwork for the guest rooms on file. We will turn off all opportunity for incidentals charged to the rooms unless we receive a credit card for these charges. Please also note that your tax exemption cannot be adjusted off until the end of your stay. Please stop by our front desk to receive a final copy of your invoice with the tax adjustment on the day of departure.

For specific questions regarding your hotel stay and billing please contact Katie Brown with any questions.

Katie Brown | EVENT MANAGER

Renaissance Denver Hotel | 3801 Quebec St., Denver, CO, 80207

T: 303.336.5208 F: 303.336.5353

DENVER WEATHER

The weather in Denver in January is generally cold. It could be as warm as the mid 70's or as chilly as the 30's or below. Bring clothes that you can easily layer. Be sure to pack a winter jacket. If it snows, you will need something to keep you warm going to and from the bus, on short trips outside the hotel, and some community service activities.

LUGGAGE AND PACKING

Be sure every piece of luggage has your name and state on it in two places. It must be accurate and easy to read. Pack as economically as possible. Bring clothes that mix and match well. Your state will tell you if there is a limit to the number of bags that you can bring. Never leave your suitcase unattended. Bags have a way of walking away when not attended. Keep your valuables with you **ALWAYS**; do not pack them in your suitcase. ***PACK ONLY WHAT YOU CAN CARRY OR ROLL!***

Check with your airline for luggage fee, size, and weight limitations for your luggage. If your luggage is oversized, you will have an additional charge for checking it.

SPENDING MONEY

You will want to bring money for the following: snacks, souvenirs (*Roundup T-shirts, Long Sleeve shirts, Hoodies and more can be purchased on-site at the hotel, with Roundup logo, team member name/s, and contest*), shopping and tips. You will need money for meals while you are traveling. It is recommended that you bring around \$120. Please see below Registration Package details as not all packages include breakfast, lunch and dinner.

Package A: One lunch provided Friday or Saturday, one dinner provided at the Friday banquet, two to three breakfasts are provided... one on Friday and one on Saturday and the Awards Breakfast (Saturday for livestock, Sunday for all others.)

Package B: One lunch provided Friday or Saturday, one dinner provided at the Friday banquet, two to three breakfasts are provided... one on Friday and one on Saturday and the Awards Breakfast (Saturday for livestock, Sunday for all others.)

Package C: Awards Breakfast (Saturday for livestock, Sunday for all others).

Package D: One lunch provided either Friday for Livestock or Saturday for Meats and one Awards Breakfast (Saturday for Livestock and Sunday for Meats).

ACTIVITIES

<https://nationalwestern.com/special-events/parade/>

Consider heading to downtown Denver to watch over 40 longhorn cattle walk right through the streets of downtown! The parade starts at noon on Thursday at Union Station, and drives down 17th street, ending at 17th & Tremont. [More info.](#)

APPROPRIATE DRESS

Knowing what to wear is always a challenge. To help you, here are four categories of clothing.

- Formal: Business attire, dresses, skirts, suits, tie and jackets
 1. Recognition Breakfast and Closing Program
- Semi-Formal: Business Casual
 1. Opening Ceremony
 2. State Photos
 3. Contests
 4. Workshops
- Casual: Nice shirt, slacks or jeans, sweaters, etc.
 1. Dances
 2. Saturday Night Theme Night
 3. Tours
 4. Evening activities

ADDITIONAL APPEARANCE GUIDELINES

Items that are appropriate for Western National Roundup:

- General appearance should be neat and clean.
- A Roundup Team may ask any individual to modify their clothing selection if standards of decency in appearance are not met.
- Hats and caps should not be worn during any Roundup meals. This applies to both girls and guys.
- **Pajamas, sleepwear or outfits with visible undergarments are NOT appropriate dress for any Roundup activity or outside sleeping rooms.**
- Dress and appearance should not present health or safety hazards or cause disruption.
- Bare feet are not appropriate for any Roundup activity; conventional shoes or sandals are required.

Items that are not appropriate for Western National Roundup:

- Tube tops, halter tops, one-shoulder tops, strapless tops, casual tops with spaghetti straps, dresses/ tops/ pants/ skirts that expose midriff, navel, back, or cleavage. (Roundup clothing must conform to dress code.) See-through or muscle shirts.
- Clothing that advertises alcoholic beverages, tobacco products, or drugs.
- Clothing that has vulgar, obscene or offensive messages, or images.
- Cut-offs, ripped jeans, or other clothing with holes.

SAFETY PRECAUTION HELPFUL HINTS:

The Western National Roundup staff goes to extraordinary means to ensure adequate plans are made for the safety of delegates.

AIRPORT SECURITY

Many participants will be flying into Denver. Airport check-in is changing daily. Pack everything possible into the luggage that you will check at the airport. Bags that you attempt to carry on will be scrutinized thoroughly. Items that have sharp points will be confiscated by airport security. This includes things as small as tweezers, nail clippers, and pocket knives. Do not embarrass yourself or your group by attempting to bring those with you through airport security. Any metal objects that you wear will slow the process down. You may want to put items such as big metal belt buckles in the suitcase that you check. Your positive, helpful attitude will make a tremendous impression on those you encounter and will make the job of security officers easier.

PHOTO IDENTIFICATIONS

Be sure to keep your photo identification in a secure place as it is necessary for flight identification.

SECURING OF LUGGAGE

Do not allow strangers to handle your luggage. Remember - pack only what you can carry. Please go to tsa.gov to see the latest airport regulations for luggage and carry-on items.

HOTEL SAFETY

Doors to sleeping rooms must be locked **AT ALL TIMES**. Doors that are propped make an easy target for thieves and other criminals. Even for short trips to adjoining rooms or to the closest ice machine, participants must lock doors securely. Valuables must never be left in open view in your room. Each room has a safe for use. The hotel does have limited safety deposit boxes that can be secured at the front desk. Use the peep hole in the door to see who is there before opening it.

STREET SAFETY

As in any big city, you will encounter a number of panhandlers. They can be aggressive in asking you for money. Be courteous but it is suggested that you politely turn down their requests. Do not allow strangers to handle your luggage. Pack only what you can carry.

Participants are only allowed to leave the hotel in groups of four or more. Adult chaperones must be made aware of when you leave, where you are going, and when you plan to return. If you have a cell phone, give the adult chaperone your number or that of a member of your group.

The following guidelines have been issued by the Center for Disease Control.

HEALTH CONSIDERATIONS

Individuals who currently have or have had the flu or flu-like symptoms in the 7 days prior to the event should not attend the Western National Roundup unless they have been fever-free (under 100°F) for over 24 hours. To avoid potential contamination, delegates and chaperones are encouraged to wash their hands and/or use hand sanitizers on a regular basis. Coughs and sneezes should be directed into a tissue, handkerchief, or the crook of your arm.

EMERGENCIES

Emergencies come in a variety of severities with specific responses for each.

MINOR EMERGENCIES

1. Locate your state coordinator immediately.
2. Ask for their help in coming up with the best solution.

MAJOR EMERGENCIES

1. Use the closest phone to call for help.
2. In the hotel dial 65 or 0, outside the hotel dial 911.
3. Call your state coordinator or ask someone to call for you.
4. Call Roundup Headquarters located in Clear Creek Room at the hotel.

MAJOR CATASTROPHES

In case of a major catastrophe, all Roundup participants will meet at a designated gathering point. These gathering points are specified in the Western National Roundup Program. Lead person for that area will take roll to ensure that the entire group is present. The group will then be escorted to a designated safe location. Parents will be briefed by Jean Glowacki the Colorado 4-H Program Director.

APPROPRIATE CONDUCT and HELPFUL HINTS:

Participants must be considerate of other guests in the hotel during Roundup. Noise in the halls and rooms must be kept at a minimum. Please limit talking to quiet conversational levels. Groups that make too much noise will be asked to locate another hotel and move to it. Running in the halls and standing on both internal and external balconies are prohibited. Girls and guys may not visit in lodging rooms. Visiting must be done in lobbies and other common gathering areas. Remember that all participants have signed a code of conduct that must be followed. Participants cannot go out on hotel balconies/ overhangs. Do not toss anything off the balconies inside or outside the hotel. Texting and cell phones **should not** be used during any workshop or main session.

HOTEL ROOM HINTS

- Housekeeping cannot move your personal items off the bed or floor. If items are thrown around the room, it will not be cleaned.
- Leave dirty towels in the bathtub or on the bathroom floor.
- The bottled water found in your hotel room is not complimentary. Do not use it unless you expect to pay for it. The same applies for in-room movies.
- Do NOT use the fire sprinklers for hanging items.

TIPPING

Tipping is traditional when interacting with those who help make your travel experience more enjoyable. It is your way of saying “thank you” for the service provided. You should tip waiters, bell staff, doormen if they summon a taxi for you, and your taxi/limo driver. Suggested amounts are as follows:

Waiters/Waitresses:	<i>18% to 20% of the total bill</i>
Bell Staff:	<i>At least \$1.00 per bag</i>

Room Attendants (Maids):	<i>\$2 per day or what you feel appropriate</i>
Doorman:	<i>Minimum of \$1-\$2 if he hails a cab for you</i>
Taxi Driver:	<i>Varies per the length of the trip but usually \$1-\$2 is sufficient</i>
Skycap:	<i>\$1.00 per bag</i>

CURFEW is at 11:30 p.m.

If you are out of your room after the 11:30 p.m. curfew, you must have an adult with you. Hotel security will help enforce this curfew.

Featured Speakers:

Thursday Opening Orientation: Dr. Jeff Goodwin

Friday Banquet: Merrill Atwater

Friday/Saturday Workshops: Merrill Atwater, Troy Nash, Beka Crocket, Becca Kronenbitter, Katie Hilborn and Shane Sheridan.

State Photos

Scheduled: Friday, 8:00-9:30 p.m.

State Photo Times for Western National Roundup will be posted on the website and provided at check-in.

Please, plan to be at the Renaissance Denver Hotel in the Pre-Function area 5 minutes prior to your designated time to get lined up and ready. These will only take 5 minutes and you will be on your way. If you miss your time, you will miss your photo. There is not a time for re-takes. Don't be late!

PIN EXCHANGE

Saturday evening Pin Swap will provide time for exchanging pins, stickers, anything representative of your state with other participants. There are around 800 youth in attendance, but, know each person speaks to around 200 people. Many states send between 100 and 200 items to exchange.

THEME NIGHT, DANCE AND EVENT ACTIVITIES

This year's theme is 'Find Your Spark' so we've planned some great activities for Saturday night including a photo-booth, giant checkers, foosball, air hockey, pop a shot and much more. Game on!

ROUNDUP DIGITAL SCRAPBOOK

Visit the Western National Roundup page of Flickr at: <http://www.flickr.com/photos/westernnationalroundup> to browse ALL the photos. Click 'Albums' under the header to see groups of photos organized into Albums. (most recent sets are listed first, but you can use this to go all the way back to January 2007). Navigate these albums to find your state, award, banquet, or contest photo. To view larger sizes, just click the image. Click the "down arrow icon" below and to the right of the photo to be able to download any size you like. *Note that this site also contains photos from previous years' events; be sure you're looking at the set for this year.* You may download as many photos as you wish, at small large or very large sizes, and share with family, friends, local newspapers, and the like, as well as print on your own. You are free to download images from Flickr. From any page showing a photograph, click the "down arrow icon" button, and choose the size you like (the larger the better!). These photo files do not contain a copyright watermark or hidden copyright data, so you will be

able to print them on your own or take them to a retailer for printing. If you will be printing, it's best to download the largest size available.

EXPRESSIONS OF APPRECIATION

Participants are well-known for the excellent way in which they express appreciation to all who help make Roundup happen. The list includes donors, presenters, volunteers, parents, and Extension professionals. While you are at Western National Roundup, you will receive a list of donors and supporters to whom you need to express your thanks. You will receive stationery for your notes when you arrive in Denver. Notes should be hand written legibly and free of grammatical errors. You will be given some suggestions to help you. When you get back home, remember to thank your local Extension staff and parents for the support and encouragement that they have given you. Some states may request that you also write thank you notes to state trip donors. While in the hotel, please remember to let those who serve you know that you appreciate their hard work.

COMMUNITY SERVICE PROJECT:

The Denver community needs you and you have the power to help! This year, to give back, all participants in the 2019 Western National Roundup will show their appreciation by making a small donation to the Denver Rescue Mission.

We are calling this the "Shine Bright Bag" and it should consist of the following trial size items:

Shampoo

Soap

Deodorant

Toothpaste/toothbrush

Chapstick

All items can be placed in a gallon size Ziploc baggie and will be collected at Thursday's orientation so please do your part and remember your "Shine Bright Bag"! Many men, women and children will benefit from your SPARK of kindness!

COMMUNICATION AND SOCIAL MEDIA:

FACEBOOK AND TWITTER

Participants, parents, collegiates, and State 4-H faculty are encouraged to "friend" the Western National Roundup Facebook page (<https://www.facebook.com/WNRoundup>), as well as follow the event on Twitter (<https://twitter.com/WNRoundup>). Throughout Western National Roundup updates, highlights, and photos from the event will be posted. Participants are also encouraged to post during breaks their POSITIVE experiences from workshops, general assemblies, and other events.

Western National Roundup Online at:

Westernnationalroundup.org

Join Us on Facebook

[facebook.com/WNRoundup](https://www.facebook.com/WNRoundup)

Disclaimer: Western National Roundup prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.