



PRESENTATIONS

Organizer's Guide

2022



CANADA
4-H Alberta

The 4-H Motto

"Learn to Do By Doing"

The 4-H Pledge

I pledge:

My **head** to clearer thinking,
My **heart** to greater loyalty,
My **hands** to larger service,
My **health** to better living,
For my club, my community,
my country, and my world

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If you have not already done so, please order or download copies of the **Judge's Orientation Package** from the 4-H Alberta web site for each of your judges. You will also need a supply of comment, score, timer and teller sheets.

Good luck with your Presentations Competition!

Organizer's Checklist

Beginning of the 4-H Year:

- Select a committee and appoint a chairperson.
- Set a date that is at least 2 weeks before the next level of competition.
- Choose and confirm a facility with at least one alternate.
- Obtain Judge's Orientation Packages, Comment, Score, Placing, Time and Teller Sheets from the Provincial 4-H Office or 4-H Alberta website.

6 Weeks Before The Competition:

- Select and contact judges for presentations.
- Recruit officials and helpers.
- Recruit greeters (perhaps members) to welcome guests, distribute programs and direct presenters and judges.
- Arrange for people to set-up and clean up the event.
- Obtain 'thank-you' items.
- Ensure access to P.A. system, microphones, podium and tables.
- If providing food, arrange applicable details.

2 Weeks Before the Competition:

- Promote the event.
- Determine the speaking order and make a program.
- Prepare materials. (Judge's Packages, etc.)
- Make extra comment, score, placing, time and teller sheets.
- Confirm facility and attendance with judges, officials, helpers and greeters.

1 Week Before the Competition:

- Gather materials for the event: notepads, pencils, erasers, stop watches, calculators, water jugs (for judges), drinking glasses and tables.

Day of the Event:

- Meet with judges before the event to clarify procedures.
- Meet with speakers, emcee and timers to relay speaking order.
- Thank sponsors, judges, emcee and officials.

After the Event:

- Prepare and distribute a news release.
- Inform winners about the details of the next level of competition.

Supply List:

- ✓ Pens, Pencils and Erasers
- ✓ Calculators and Stopwatches
- ✓ Scrap Paper/Notepads
- ✓ Time Cards
- ✓ Nametags
- ✓ Food Related (napkins, forks)
- ✓ Water Jugs and Glasses
- ✓ Camera and Film

- ✓ Tables, Chairs and Podium
- ✓ Required A/V Equipment
- ✓ 4-H Resources
and Materials
- ✓ Thank-You Cards/Gifts

Introduction

Welcome to the 4-H Alberta Presentations Organizer's Guide. This book will help you to take all the necessary steps to make your presentations competition a success. In the subsequent pages you will find the following detailed information:

- Committee Roles and Responsibilities including a checklist that outlines responsibilities before, during and after the event and how to deal appropriately with rule violations.
- Participants and competition officials Roles and Responsibilities (to be circulated ahead of time).
- Judge's Package: Includes information on competition procedures, how to properly scores presentations and other judging information.
- Presentations Rules and Guidelines.

Committee Roles and Responsibilities

In addition to your organizing committee every level of competition needs an adult non-member "ruling" committee (comprised of more than one person) that has authority over the competition. The committee is responsible to the club or council that empowers it, and must be familiar with 4-H presentations procedures so that it can properly administer the competition and enforce the published rules. **It is extremely important that the committee has a thorough understanding of competition procedures and rules for situations that may arise, and act impartially and appropriately in all situations.**

The objective of 4-H communications is to encourage members to present in front of an audience and gain confidence and communication skills, not to come out on top. The main goal of the organizing committee is to make the contest enjoyable for everyone.

Below is an organizer's checklist to help with your planning and administration process. Please read it carefully, divide responsibilities amongst committee members and decide when each task will be completed by.

1. Select Date and Facility

The competition date and facility should be selected no less than two months in advance.

- Set the date of the competition, keeping in mind that the competitions should take place 1-2 weeks ahead of the date of the next level competition. Your club, district or regional program plan may already have a date established.
- Choose a facility suitable for the number of presenters and the anticipated audience. School gyms, libraries, churches or town halls often work well.
- Establish or obtain the event budget.
- Find out when and where the next level of competition will be held and who the contact person is.

2. Select Judges

District and regional competition organizers should select judges no less than six weeks before the competition to ensure the most qualified and experienced judges are used. Club competitions should arrange judges no less than four weeks in advance.

- Choose judges from a variety of backgrounds based on their knowledge, attitude, interests, appropriate experience, willingness to help out and ability.
- A judge's level of experience should increase as the level of competition increases (i.e. no first time judges at the district or regional levels).
- Each competition must have at least three, or multiples of three, judges. If you have a very large club, nine judges will be needed (three for juniors, three for intermediates and three for seniors).
- Judges must remain consistent throughout the event. For example, a judge judging a senior member's presentation must judge all senior presentations.
- A judge may only judge any given member's presentation at any level once in the same year. Judges must be impartial **and should not be a member of the immediate family (including aunts, uncles and grandparents) of any of the presenters they are judging.**
- Send each judge the judge's orientation package (available at www.4h.ab.ca or through the supply order form) two weeks before the competition to ensure they are familiar with rules and guidelines as well as procedures members are taught.

3. Recruit Officials and Helpers

All officials and helpers should be arranged at least three weeks prior to the competition.

- Select the Emcee (possible candidates are past winners, Key Members, senior members, or alumni) and recruit Timers and Tellers.
- Provide officials with their "Roles and Responsibilities" sheets (provided in this book).
- Recruit people to set-up tables, chairs and equipment. Arrange for a key to be available for the person who will open the facility.
- Arrange people to provide and serve refreshments (optional).
- Recruit greeters (perhaps members) to welcome guests, distribute programs and direct judges and presenters to competition organizers.
- Recruit a clean-up crew.

4. Promote the Event

Promote the event over the two weeks prior to the competition.

- Inform 4-H members and parents about the details of the contest.
- Write a brief press release for the newspaper in advance of the competition and ask if a reporter or photographer can attend.
- Put up posters in local stores.

5. Determine the Presentation Order

Establish the speaking order at least one week before competition to allow enough time for material preparation.

- At club contests, presenters can draw numbers at the start of the contest. For all other levels, the speaking order should be pre-determined.
- If using six or more judges, alternating between junior, intermediate and senior presentations will save time and help the program run without long breaks.

6. Prepare Materials

Ensure all materials are in place the week prior to the competition.

- Prepare and photocopy the programs. Printed programs are not necessary at club contests.
- Print or type the presenters' names and presentation titles on score sheets, timer sheets, teller sheets and judge ranking sheets in the order in which they will speak, and in the same order on all sheets.
- Prepare packages containing score sheets, comment sheets, notepapers, pencils, erasers and calculators for judges. Ensure timers and tellers have correct forms. Have extra score, comment, timer and teller sheets available at the competition. Forms are available from the 4-H Alberta website (www.4h.ab.ca); follow the resources login.
- Acquire equipment and supplies such as tables for the presenters, PA system, podium, time cards, stopwatches, pens and calculators.
- Obtain certificates and gifts if you plan on awarding these at the end of the competition.

7. Complete Competition Procedures

- Set-up the room to ensure judges (judging the same group) are not seated beside each other and that the location of officials is advantageous for their duties.
- Meet with judges before the competition to clarify procedures and answer questions.
- Meet with presenters, emcee and timers to determine speaking order if it has not been prearranged, as well as which presenters wish to use time cards, microphone and/or podium.
- Ensure judges and all officials have necessary materials and supplies.
- Ask someone to monitor for fact verification, measurements, product labels showing, plagiarism and prompting concerns. Have them report to a committee member.
- Enforce all rules. Complaints regarding rule violations must be directed to the competition organizers. It will be up to the Presentations Organizing Committee to make decisions regarding penalties and disqualifications.
- If a presenter is to be disqualified, wait until the end of the competition to advise the judges not to rank that presenter. Presenters should be told privately and in a professional manner that they have been disqualified, and provided with the reason(s) why. Committee representatives that have a close relationship with the presenter(s) should abstain from delivering the decision.
- Collect judge's comment sheets, timer sheets, teller sheets and placing sheets. Judge's score sheets should be shredded, by the judges, into an envelope.
- Destroy score, placing and teller sheets after the competition. They should not be shown to anyone. Keep the names of the top four contestants in case the top presenter(s) is/are unable to compete at the next competition level.

8. Recognition

- Thank sponsors, judges, emcee and officials; an inexpensive gift is optional, but appreciated. A club member should present the gift.
- Congratulate participants. An appropriate item (e.g. a certificate) can be given to recognize participation. Expensive or elaborate awards are not required. An overemphasis on "placing" might give the impression that "winning" is valued over participating.
- Comment sheets should be made available for each presentation. If penalties or time faults were assigned, write them on the back of one of the comment sheets along with the reasons.

9. Wrap up Details

Complete within one week following the competition so no details are overlooked.

- Prepare and distribute a news release.
- Inform winners of the time, date and place of the next level of competition.
- Give the winners' names, club name, and title of presentations to the organizers of the next level of competition. They need this information to prepare for their competition.
- Write an evaluation for next year's committee including what did and did not work, as well as your suggestions.

4-H Club Leaders – Responsibilities

- Set the competition date when establishing the current club year's programming plan ensuring the club competition takes place before the district competition.
- Ensure a committee is selected to plan and be responsible for the competition.
- Explain the purpose of 4-H presentations training to the club and organizing committee.
- Discuss the competition rules and presenter's responsibilities with members and review organizer's guide with competition organizers.
- Review special procedures members are taught (can be found on www.4h.ab.ca or in presentations judge's orientation package).
- Encourage presenters to select topics based on their interests, experience and knowledge level.
- Encourage members to set personal goals and evaluate themselves against their own past performances.
- Order the necessary presentations materials (see Club Supplies Catalogue) and give them to the organizing committee.

Giving a presentation is an individual development experience. The presenter's own growth, measured against his or her own previous experience and accomplishments, is the most important feature of the program.

Although the 4-H structure does identify "winners" in the competition, the primary objective is to develop strong communication skills in individual members. Confident, responsible self-expression is a goal of the communication program. Presentations help members to organize and present ideas, opinions and information, in a logical and persuasive manner.

Members are building confidence in self-expression. They are taking responsibility for the most important skill of adult life - communication. Be sure to emphasize this point when preparing for presentations competitions.

Note: The general club leader does not personally have to do all of this, but should ensure it is suitably delegated and covered each club year.

Presenter – Responsibilities

- Refer to **‘Speaking Your Way to Success’**: A step-by-step guide to preparing speeches and presentations, or **view the Communications – From Paper to Podium CD or the Speaking Your Way to Success video**.
- Review competition details and familiarize yourself with the current competition rules and procedures (visit www.4h.ab.ca or ask your leader for a copy of this information). Any presenter who has not followed all the published rules will have points deducted or be disqualified.
- Know the presentation time limits for the level you will be competing at.
- Review special procedures members are taught.
- Select a topic based on your interests, experience and level of knowledge. You will be judged on presentation and content.
- Prepare your own presentation. Copying a presentation from another person, a book, or magazine is unfair and illegal. This is called plagiarism and means that you are stealing someone else’s ideas and work. Plagiarism will not be tolerated and will result in disqualification.
- Limit total quotations used to 75 words or less. **Write down all quotes that you use and hand in prior to the competition. Credit must be given when quoting another person’s work, including audio/ video clips and non-stock photographs.**
- If using quotes, it is important to inform the audience of when the quotation starts by using “quote” and ends by using “end quote”. Short or well-known quotations do not need an end quote, but it is recommended for longer quotations.
- **If using video, limit video clips to a maximum of 30 seconds total time.**
- Ensure visual aids are appropriate, legible, needed and add value to your presentation.
- A new presentation is to be written each year. It is acceptable to use a presentation that you prepared for school or another organization.
- Presenters are encouraged to improve their presentations after each competition and may write a completely different presentation for each level of competition.
- If you belong to more than one club;
 1. can do a different communications activity (ie: speech and presentation) for each club;
 2. can do a different presentation in each club;
 3. can do the same presentation in each club BUT can only be placed and advance in the club competition that is held first. Note: the member must deliver their presentation in the other club’s competition but will not be placed.
- Bring all materials, supplies and equipment that are necessary to the competition. Only the table will be provided by the committee. **When available, some common items such as a screen or projector may be provided.**
- Arrive early at the competition so you can meet with the emcee and organizers.
- Tell the emcee if you wish to use the podium, microphone and/or time cards.
- Thank those involved in planning the event (committee, leaders, sponsors and judges).

Master of Ceremonies (Emcee) – Responsibilities

- Dress appropriately (i.e. dress pants, slacks, collared shirt, dress, etc).
- Be familiar with the presentations rules and responsibilities for officials and presenters.
- Find out which presenters want to use the podium and microphone (if available). Move the equipment as necessary during the competition.
- Find out which presenters wish to use time cards and inform the timers.
- Ensure the 4-H Pledge is led at the start of the competition.
- In your opening statement, express your appreciation for being invited. Smile, be friendly, enthusiastic, confident and poised.
- Remind participants and spectators to turn off all cell phones and pagers as well as to not enter or leave the room until the presentation is complete.
- Inform and guide the audience through the program. Maintain a smooth and comfortable pace.
- Introduce the officials, guests, judges and sponsors.
- Ensure you know how to correctly pronounce the names of the people you will introduce.
- Provide information on where each judge is from and one or two interesting facts about them.
- Introduce each presenter and the presentation title. Introduction should be as follows: Name of presenter(s), presentation title, presentation title, name of presenter(s). For example, your introduction may be: "Ladies and Gentlemen, I present John Smith whose presentation title is Choco-blast Cookies, Choco-blast Cookies, John Smith."
- Before the competition begins, remind judges they must ask one question (for scoring) of each presentation.
- **Judges will ask the only question at the conclusion of the presentation. Questions from the audience are not allowed.**
- Watch the judges to see if they need assistance or more time.
- You may be called on to announce the winners, present awards, welcome judges to the microphone for their comments and give words and/or gifts of appreciation.

Timers – Responsibilities

- Ensure you have all necessary supplies such as, time cards, time sheets, working stopwatches and pencils prior to the start of the competition.
- **Time the presentations. Start timing at the presenter’s first word spoken or at the start of any action, music, video, song, etc. to the last word of “I/we are ready for the judges’ question”.**

Level	Length (minutes)
Junior	4-8
Intermediate	6-8
Senior	8-10

- Use time cards as instructed (time cards should be 8x10 inches or larger). The emcee should tell you which presenters want to use time cards. If the presenter chooses to use time cards, indicate the amount of time remaining in a presentation as follows:
 - 2 minutes remaining, 1 minute remaining, 30 seconds remaining and stop.
 - For Junior presenters, a 4 minutes remaining card will also be shown, in addition to the cards listed above.
- Remain seated and hold the card in front of your chest for five seconds. This is to minimize any distraction to the speaker.
- Presenters must have the option to see their time faults at the end of the competition.
- Record times and any faults on the time sheets.
 - For each presentation, keep a running total of video and sound clips. Total time should not exceed 30 seconds. Those who exceed 30 seconds will be deducted 3 points.
 - Points will be deducted for every 5 second **range** over or under the time limit up to a maximum of 14 points for intermediate/senior members and 7 points for junior members. If presenters go 2 minutes over their allotted time, they will be asked to stop.

Notify judges of any time faults at the end of the competition. Judges must deduct the faults before presenters are scored and ranked.

Seconds Over/Under Time Limit	Points Deducted	
	Junior	Intermediate / Senior
1-5 range	1 total	2 total
6-10	2 total	4 total
11-15	3 total	6 total
16-20	4 total	8 total
21-25	5 total	10 total
26-30	6 total	12 total
31 and Over	7 total	14 total

- If you see anything that would result in disqualification or penalty points deducted (as outlined in the Presentation Rules and Guidelines), inform the “ruling” committee.
- In the event of electronic equipment malfunction, presentation timing will pause. The presenter(s) will be granted up to 3 minutes to correct the problem. Once the problem is repaired, or the 3-minute mark is reached, timing for the presentation will continue from where it was paused. The presenter(s) must resume from the point the problem occurred with either corrected equipment or an appropriate alternate method of delivery. Competitors using electronic equipment are encouraged to bring a suitable back up (i.e. poster, flipchart, etc.). Under all circumstances the presenter(s) should try to rectify the issue(s) themselves. Some circumstances may require additional help.

Tellers – Responsibilities

- Collect only the placing sheets from each judge and ensure that they have ranked each presenter. Judges must break their own ties before tellers receive placing sheets.
- Find a quiet place to work. Two tellers should work together so they can check each other's work.
- Calculate the final placing using the 4-H Presentations Teller Sheet.
- Return teller sheets to the organizing committee.
- Write the top placings in each age category on a separate piece of paper and give it to the emcee for the announcement of the winners.
- The committee will dispose of the placing sheets at the end of the competition. All information on the sheets is confidential - do not discuss the results with others.
- Procedure: Add the placings of the three judges together. The presenter with the lowest total is the first place winner.

Example: If the judges rank Kathy as 1, 5 and 2, her total rank is 8. If the judges rank Peter 2, 1 and 3, his total rank is 6. Peter will place 1st.

Presenters' Names or Presentation Title	Rankings			Total #1+#2+#3	Overall Placing (lowest total is the winner)
	Judge #1	Judge #2	Judge #3		
Kathy	1	5	2	8	2nd
Peter	2	1	3	6	1st

4-H Presentations Competition Teller Sheet

Presenters' Names or Presentation Title	Rankings			Total #1+#2+#3	Overall Placing (lowest total is the winner)
	Judge #1	Judge #2	Judge #3		

- ☐ Judges must break their own ties before giving placing sheets to tellers. Judges' placings are final.
- ☐ Record the placings from each judge, and add them to obtain a total. The team with the lowest total wins.
- ☐ If a tie for overall placing occurs, judges will ask the tied competitors a common question. The person/ team with the best response will win the tiebreaker.
- ☐ **Information on these sheets is confidential – do not discuss with others.** Please return teller sheets to competition organizers so results can be disposed of.

Judge's Orientation Package

Dear Presentations Judge,

Thank you for volunteering to judge at our 4-H Presentations Competition. Please review the following important information:

Name of Competition:	
Date:	
Location:	
Start Time:	

Please arrive at _____ a.m. / p.m. (time) so that you can meet with the other judges and we can review the procedures before the competition.

I have enclosed the 4-H presentations judge's guide for your information. It includes rules, criteria and how to score presentations. Please read through it completely as it provides information to help you with the judging process.

If you have any questions, please call _____
(Contact name)

at (_____) _____
(Phone number)

Thanks again. I look forward to seeing you at the competition.

Sincerely,

(Signature)

On behalf of the
Competition Organizing Committee

Judge – Responsibilities

- A judge may only judge any given member's presentation at any level once in the same year. Notify event officials before the event if you have judged at any other presentations competitions during the current club year.
- Judges should not be a member of the immediate family (**including aunts, uncles and grandparents**) of any of the presenters they are judging.
- Ask questions regarding 4-H Presentations before the event begins.
- Arrive at the time requested to meet the other judges and review the competition procedures. You will need to:
 - Choose one judge to speak on behalf of the panel.
 - Determine how the judge's question will be asked.
 - Prepare general comments on the presentations competition (afterwards).
- Be familiar with the Presentations Rules and Guidelines and the enclosed information.
- Ensure the judge's panel asks one question of each presentation and use that answer for scoring purposes.
- Judge according to the score sheet provided.
- Judge all presentations impartially. If you see anything you think should result in a penalty or disqualification please inform the committee. It is the responsibility of the organizing committee to make the final decision on penalties and disqualifications.
- Rank all speakers – break your own ties. **Judges will receive the presentation time faults and penalties. Judges will then write their placings on the ranking sheet. Each Judge must break his/her own ties prior to giving their ranking sheet to the tellers. Only the ranking sheets will be given to the teller.**
- Complete written comments for each presentation, including positive points and constructive criticism.
- Shred the Presentations Score Sheet(s) into an envelope at the end of the competition.
- When called upon at the end of the competition, before the results announcement, the judge chosen to speak on behalf of the panel should give some general comments on the presentations.
- Be available after the competition for presenters to ask you specific questions, if they choose.

Types of Communication Activities

In 4-H Alberta, the word 'communications' is used to refer to two categories of activities: speeches and presentations.

How do they differ?

Speeches versus Presentations

In a speech, thoughts are conveyed without visual aids. In a 4-H public speaking competition speakers are required to give both a prepared and an impromptu talk. In a presentation presenters "show how while telling why". Instead of an impromptu speech, presenters answer one question from the judging panel, for scoring purposes.

Presentations

A presentation can be as simple as threading a needle or as complex as helmet safety. The whole idea of doing a presentation is to communicate – relaying information and knowledge, while using some form of visual aid(s) to support the points.

- A presentation can be hands on. Members show how to complete a task step by step, while explaining clearly what they are doing, how they are doing it and why they are doing it. Visual aids are used to support the main points of the presentation.
- In some presentations presenters do not actively complete a task step by step. They tell how while using visual aids such as posters, charts, photo slides, PowerPoint slides, models, pictures, etc. to support what they are saying.
- Examples of presentations include: how to safely ride a skateboard, tying a shoe, folding origami, maintaining a paintball gun, stitching a seam, baking cinnamon buns, talking about feedlot illnesses and showing drawings of parasites with tips on how to identify them or showing fellow 4-H members how to complete their yearly diaries and record books.

The visual aids selected should be used to effectively support the main points of the presentation. While visual aids play an important role in a presentation, equal points are allotted for the presentation's structure and the presenter's ability to relay their message. The topic selected and ability to answer a question is also scored.

Judging Criteria

Competition organizers will provide 4-H score sheets for you (a sample has been included in this booklet). When judging a presentation, points are awarded for five different categories. The total number of possible points is 100. The components, general guidelines and point breakdown for each category are listed below:

Topic - 15 points

- As a result of seeing this presentation you should have acquired knowledge or information. It may be how to make chocolate chip cookies, or it may be how to recognize a round worm and using information about the life cycle to prevent infestation.
- The topic should be suited to the contestant's knowledge, age and experience.
- Research should be evident and the information should be accurate and up-to-date with the references stated. The amount of research will differ from one age category to the next. More research is expected from Senior presenters than from Junior or Intermediate presenters.

Structure - 25 points

- The presentation must be properly structured with an introduction, body and summary. The points should be presented in a logical sequence, following the procedure step by step.
- The introduction should catch the audience's attention. Presenter(s) should clearly state the topic and objective of the presentation. Each speaker is required to greet his or her listeners in some form, but there is no required form or length of salutation.
- The body is where the message is delivered and should take about 4/5 of the total time. Visual aids and speech should be coordinated.
- The summary should review all of the contents of the presentation in a tidy, concise manner. The main points should be stressed. No new information should be introduced in the summary. The speaker should conclude his/her presentation by asking, "Are there any questions?"
- Presenters are taught not to say thank you at the end of a presentation, as they are to think of it as a gift to the audience. However, points will not be docked for those who do conclude by saying thank you.

Workmanship - 25 points

- The presenter may select any type of visual aid appropriate to the setting such as models, actual objects, posters, display boards, pictures, PowerPoint presentations, handouts or videotapes. Inappropriate visual aids include live animals or potentially hazardous materials, such as open flames. The presentation area should be neat and organized.
- Evaluation should be on how well the presenters use their visual aids in delivering their message. The purpose of a visual aid is to enhance the message within the presentation, not overwhelm or dramatize it.
- Narration and manipulation of visual aids should be well coordinated. When judging a team presentation, narration and work should be divided evenly between team members.
- Visual aids must be easily accessible and clearly visible to all members of the audience. Visual aid effectiveness should be taken into consideration. Is the print large enough to read? Is the writing legible? Is the information concise and not overly 'wordy'? Is the choice of font (type and colour) and background colour easy to read and aesthetically pleasing? Is the model big enough to see from the back of the room?

Presentation - 25 points

- The presenter should show confidence, smile and be friendly towards the audience, exhibiting interest and enthusiasm for the presentation.
- Eye contact is important in communicating a message and the presenter should look at the audience in each section of the room.
- The use of cue cards is optional. The presenter should not rely too heavily on notes or sound too memorized. Microphone and podium use is also optional.
- The presenter should maintain good posture and should not sway on his/her feet.
- His/her voice should be expressive and easily heard. Words should be pronounced so that each syllable is distinct. Correct grammar is important. Occasional slang expressions may be appropriate if they add to the impact of the presentation.
- If a presentation is done by a team, each person on the team should share equally in the speaking and the 'doing'.
- The presenter should be neat and tidy in appearance. Presenters may decide to wear club uniforms or attire reflecting their presentation topic. Their clothing should be appropriate to the topic of their presentation. Remember that the presenter's appearance is also a visual aid and should not overwhelm or dramatize the presentation.

Question - 10 points

- At the end of the presentation the presenter(s) will ask the judges if they have a question. Members are encouraged to repeat each question before they respond.
- The judges' panel must ask **one question** and the presenter(s) will be scored on their ability to answer that question.

Suitable types of questions (not covered in the presentation) could include:

- What is the most important safety concern while doing _____?
- What type of equipment would a beginner need to get in to _____?
- How could you include the whole family in _____?
- Are there any clubs or organizations for _____?
- Are there career options for _____?
- What is the history of _____ in Canada?
- How would you adapt _____ for someone with a disability?
- What three tips would you give to me for maintaining the equipment _____?
- What is the youngest age you feel could adequately complete this _____?
- If you were to market _____, how would you package it?
- How would you adapt _____ to avoid allergy concerns?
- What are the most important things to consider in terms of storing _____?
- Which ingredient/step 'makes or breaks' this _____, and why?
- How could _____ be adapted for a large family or group gathering?

In the event of a tie the judges will be required to ask a generic question individually to the tied presenters.

Examples of generic tiebreaker questions...

- What were the reasons behind the choosing of your topic?
- What was the hardest part about putting your presentation together?
- What sort of preparation time did your presentation require?

Comment Sheets

- Judges will prepare a comment sheet for each presentation, which will be made available for the presenters to take home with them.
- The words below can be used to make judge's comment sheets helpful and positive.

Amusing	Light Limitless	Fluent	Proportional	Truthful
Appropriate	Lively	Forceful	Quality Quiet	Unique
Articulated	Meaningful	Fresh Gentle	Rare Rational	Unlimited
Attractive	Memorable	Genuine	Realistic	Unusual
Balanced	Natural Neat	Helpful	Reasonable	Useful
Believable	Neutral	Honest	Reflective	Valuable
Capable	Notable	Humorous	Relevant	Variety
Challenging	Noteworthy	Ideal	Remarkable	Vibrant Warm
Clear Clever	Noticeable	Illustrated	Resourceful	Winning Witty
Comfortable	Obvious Open	Imaginative	Respectable	Worth
Complex	Orderly	Ingenious	Sensible	
Concise	Organized	Inspiring	Sensitive	
Confident	Passive	Intense	Sharp	
Cooperative	Perceptive	Intriguing	Significant	
Creative	Effective	Personable	Sincere	
Direct	Enterprising	Persuasive	Skilled	
Dynamic	Expressive	Pleasant	Smooth Solid	
Educational	Flexible	Popular	Specific	
Inviting Jovial	Flowing	Powerful	Stimulating	
Kind		Precise	Superior	
		Probable	Supportive	
			Talented	
			Thorough	
			Thoughtful	
			Timely	

4-H Presentations Comment Sheet

Title: _____

Name(s): _____

Criteria	E	VG	G	F	Comments
Topic (15%) <ul style="list-style-type: none"> ▪ Relayed knowledge/information ▪ Information accurate and research evident ▪ Suitable for presenter's age and experience 					
Structure (25%) <ul style="list-style-type: none"> ▪ Introduction defined objective and gained the audience attention ▪ Introduction, body and summary were clear ▪ Allocation of time spent on introduction, body and summary ▪ Points presented in a logical sequence ▪ Summarized the key points 					
Workmanship (25%) <ul style="list-style-type: none"> ▪ Smooth coordination of work and narration ▪ Organization of working area and equipment ▪ Visual aids seen by audience ▪ Effective use of visual aids ▪ Distribution of work/narration between team members 					
Presentation (25%) <ul style="list-style-type: none"> ▪ Level of confidence, interest and enthusiasm ▪ Voice projection, clarity and inflection ▪ Correct grammar ▪ Use of eye contact ▪ Appearance 					
Question (10%) <ul style="list-style-type: none"> ▪ Ability to answer judges' question 					

Judge's Signature: _____ Date: _____

Time Used: _____ Time Faults: _____

4-H Presentations Comment Sheet

Title: ATV Safety Starts With You

Name(s): Jane Smith and John Smith

Criteria	E	VG	G	F	Comments
Topic (15%) <ul style="list-style-type: none"> ▪ Relayed knowledge/information ▪ Information accurate and research evident ▪ Suitable for presenter's age and experience 	✓				* This was an excellent topic choice for a senior level presentation * Well researched
Structure (25%) <ul style="list-style-type: none"> ▪ Introduction defined objective and gained the audience attention ▪ Introduction, body and summary were clear ▪ Allocation of time spent on introduction, body and summary ▪ Points presented in a logical sequence ▪ Summarized the key points 	✓	✓	✓		* Imaginative and unique intro, you definitely caught the audience's attention. * Body of presentation well developed. * More time needed to summarize your presentation: focus on your main points
Workmanship (25%) <ul style="list-style-type: none"> ▪ Smooth coordination of work and narration ▪ Organization of working area and equipment ▪ Visual aids seen by audience ▪ Effective use of visual aids ▪ Distribution of work/narration between team members 	✓		✓	✓	* Ensure your partner has stopped talking before you move on to the next point. * Realistic visual aids! Very impressive. * With two people, the talking should be roughly divided in half.
Presentation (25%) <ul style="list-style-type: none"> ▪ Level of confidence, interest and enthusiasm ▪ Voice projection, clarity and inflection ▪ Correct grammar ▪ Use of eye contact ▪ Appearance 	✓				* Voices and hand gestures seemed natural, and not forced. * One of your signs said "their" when I think you meant "there". * Clever clothing ideas to show layering!
Question (10%) <ul style="list-style-type: none"> ▪ Ability to answer judges' question 		✓			* Well answered but a greater emphasis on the local or Alberta ATV clubs you mentioned might have been more useful to this audience.

Judge's Signature: Jenell Ferris

Date: Jan. 1, 2020

Check the back of this page for time faults and penalties

4-H Presentations Score Sheet

Name: _____

Topic	Max Points								
<ul style="list-style-type: none"> • Presenter relayed knowledge or information • Information accurate and research evident • Suitable for presenter's and audience experience 	15								
Structure <ul style="list-style-type: none"> • Introduction defined and gained audience attention • Introduction, body and summary were clear • Good allocation of time on introduction, body and summary • Points presented in a logical sequence • Summarized the key points 	25								
Workmanship <ul style="list-style-type: none"> • Smooth coordination of work and narration • Organization of working area and equipment • Items appropriately labelled • Visual aids easily seen by audience • Effective use of visual aids • Distribution of work/narration between team members 	25								
Presentation <ul style="list-style-type: none"> • Level of confidence, interest and enthusiasm • Voice projection, clarity and inflection • Correct use of grammar • Use of eye contact • Appearance: neat and tidy, dressed appropriately 	25								
Questions <ul style="list-style-type: none"> • Ability to answer judges' question 	10								
Presentation Score	100								
Minus Time Faults									
Minus Penalties									
Presentation Total	100								

**Note: This sheet is a guide to help you with the judging process and does not have to be filled out completely. However, you must rank each speaker and transfer the rankings onto the placings sheet. Give only the placings sheet to the teller and destroy this sheet.

4-H Alberta Presentations Rules

(Reviewed - September 2022)

–Please note that there have been some additions or changes to the Rules - they are in BOLD PRINT–

Please note: These rules supersede the Presentations Organizer’s Guide and any other Presentations publication. Please read the following carefully. Organizing committees at each level will have an adult non-member ruling committee to ensure rules, deductions and disqualifications are adhered to.

Presenters

1. Presenters must be registered 4-H members and in good standing as per 4-H Alberta policy.
2. Age categories (as of January 1 of the club year) are as follows:

Level	Ages	Highest Level of Competition
Junior	9-11	District or regional (depending on the region)
Intermediate	12-14	Regional
Senior	15+	Provincial

3. A presentation can be a demonstration or an illustrated talk (which includes the use of media (i.e.: PowerPoint)).
4. Presentations can be given individually or as a team of no more than three members. Individuals and teams compete against each other. Team members must be from the same club, and the workload including responding to the judge’s question must be shared equally among each team member. If a team advances to the next level of competition, and a member cannot attend, the rest of the team must either present without them or forfeit to the next place competitor(s). A team member who misses one level of competition may resume competing at further levels if their team qualifies. Team members may not be substituted.
5. Teams may consist of any combination of age groups, but must compete at the level of the oldest team member. For example, a team composed of a 12 year old and a 16 year old would compete at the senior level. Members may only compete once in a presentations competition.
6. Each presenter/team must prepare a new and original (defined as having done their own research, scripting and presenting) presentation each year. Presenters may modify their presentation or prepare a completely different one for each level of competition.
7. Members may compete and advance in public speaking and presentations within the same club.
8. Members belonging to more than one club;
 1. can do a different communications activity (ie: speech and presentation) for each club;
 2. can do a different presentation in each club;
 3. can do the same presentation in each club BUT can only be placed and advance in the club competition that is held first. Note: the member must deliver their presentation in the other club's competition but will not be placed.
9. If presenters wish to leave a competition early, they must receive permission from the organizing committee prior to the date of the competition. The committee’s decision as to whether they will be allowed to leave early is final.
10. Presenters must progress through each competition made available to them (e.g. club → zone/areas district → regional → provincial) before advancing to the next level. If there is no formal club competition, the presenter must still speak in front of an audience and receive feedback before advancing.

12. If available, presenters can choose if they want to use a podium, microphone and/or time cards (use is not mandatory).

13. Presenters must provide any and all equipment including electronics for the presentation. Where available, some common items such as a screen, stage, computer or projector MAY be provided. This, along with any special requirements that are needed, should be discussed with the organization committee prior to the event.

14. All facts and figures used in presentations are to be accurate.

Timing

15. Presentations are timed from the first word spoken or at the start of any action, music, video, song, etc. to the last word of "I/We are ready for the judge's question". Members will have the option to see their time faults on the day of the competition.

Time Limits are:

Level	Minutes
Junior	4-8
Intermediate	6-8
Senior	8-10

16. Intermediate and senior presenters will have the option of having time cards shown at 2 minutes remaining, 1 minute remaining, 30 seconds remaining and stop. For junior presenters, a 4 minutes remaining card will also be shown, in addition to the cards listed above.

17. Points will be deducted for every 5 second range over or under the time limit up to a maximum of 14 points for intermediate/senior members and 7 points for junior members. If presenters go 2 minutes over their allotted time, they will be asked to stop.

Seconds Over/Under Time Limit	Points Deducted	
	Junior	Intermediate / Senior
1-5 range	1 total	2 total
6-10	2 total	4 total
11-15	3 total	6 total
16-20	4 total	8 total
21-25	5 total	10 total
26-30	6 total	12 total
31 and Over	7 total	14 total

Judging

18. At a competition each presentation must be judged by a panel of 3 judges.
19. A judge may only judge any member's presentation once at any level in the same year.
20. Judges will give presenters unbiased and constructive feedback on 4-H comment sheets.
21. Judges will ask only ONE question at the conclusion of the presentation. This question will be scored and no other questions will be asked.
22. Judges shall not converse during the presentation or scoring process, except to agree on a question for each competitor or team.
23. Judges will receive the presentation time faults and penalties at the end of the competition and must record them on their sheet. Judges will then write their placings on the ranking sheet. Judges must break their own ties prior to giving their ranking sheet to the tellers. Only the ranking sheets will be given to the teller.
24. If the tallied results end up in a tie, the judges will choose a common question to ask the tied competitors. The member/team will be ranked on this question and the lowest rank wins. The question should be generic and not topic related in order to provide fairness in scoring. This is only necessary if it affects the top four placings. **This is not to be an impromptu.**

Deductions and Disqualifications

25. Presenters are not allowed to prompt the audience with the expectation of a response in any fashion, including both verbal and nonverbal actions. The audience in any fashion, including verbal and non-verbal actions, is not allowed to prompt the presenter(s). 5 point deduction.
26. Sharing or offering products from your presentation to officials or audience members is not allowed during the competition. 5 point deduction.
27. **Prompting of any kind during the speech or impromptu will NOT be tolerated and could result in disqualification by the ruling committee.**
28. Presenters are allowed to cite or illustrate/display brand names but not to show preference toward any one product or product line such as saying "Brand X' is the only kind of oil to use". Presenters who show a preference will be deducted 3 points. Presenters are permitted to give preference to a particular brand in answering the question.
29. Sourced video, sound clips and animations are acceptable visual aids. They are to be used to complement the presentation to a maximum 30 seconds total time. Members who exceed this time limit will be deducted 3 points. Members may be asked at the conclusion of all the presentations to replay their clips so that they may be timed.
30. Plagiarism will not be tolerated and will result in disqualification. If it is discovered at a later time that a presentation is copied, the presenter(s) will forfeit any award(s) received.
31. **Sources and/or references must be acknowledged in the 4-H Communications Event Quote/ Reference Sheet. It is NOT necessary to note them in the context of your speech. A Quote/Reference Sheet must be handed in at every level of communication events. If not handed in to the organizing committee disqualification may result.**
32. Total quotes used must not exceed 75 words and must be handed in prior to the competition. Quotes must also be recognized in the context of the presentation in addition to noting them on the 4-H Communications Event Quote/Reference Sheet. If quotes exceed the maximum length the ruling committee will deduct 3 points from the speaker.
33. Presenters may not use other people (unless team members) or live animals to do their presentation. If needed as a visual aid, a model/mannequin should be used instead. Presenters who fail to do so will be disqualified.

34. Safety is priority one. All safety regulations and age restrictions must be adhered to when using equipment and props. Members are also not to use open flames in their presentations and the use of controlled flame must adhere to facility fire regulations. Presenters who fail to do so will be disqualified.

35. The ruling committee may disqualify any presenter(s) who has/have not followed the published rules. Disqualified presenters are not eligible to receive an award. If an award has already been received, it will be forfeited to the next deserving competitor. Disqualified presenter(s) will not be allowed to compete in further presentation competitions in the current club year.

36. Complaints regarding rule violations must be directed to the ruling committee. It will be up to the committee to make decisions regarding penalties and disqualifications. If a presenter is to be disqualified, a representative of the presentations organizing committee will advise the tellers not to place the presenters once all the presentations are given.

*A disqualified individual(s) will be notified in private, accompanied by their parent(s), of the decision and provided with the reason(s). If a parent is not present then a guardian or club official must be present in their place. Disqualification should only be used as a last resort and discretion in doing so is a must. It is strongly suggested the word 'disqualification' be softened when talking to members.

4-H Alberta Provincial Presentations Finals (Senior Level Only)

1. The top presenter(s) at the 4-H Alberta Presentations Finals may no longer compete in any future 4-H Alberta Presentations Competitions; however, each member is still responsible for completing a communications activity each club year.

2. The 4-H Alberta provincial presentations winner(s) may be invited to emcee the following year's provincial event.

4-H Alberta Presentations Guideline

1. Judges, and/or officials should not be a member of the immediate family (including aunts, uncles and grandparents) of any of the competing speakers. If circumstances warrant the use of a family member for the role of teller or timer it is recommended that two officials be used in that role.

2. Organizers will destroy score, placing, and teller sheets immediately after the competition. The organizers will keep the names of the top four speakers in case the top speaker(s) is/are unable to compete at the next level. Presenters' times should be written on their comment sheets.

3. Presenters should set up their own presentation to the best of their ability. **There should be no parental help, if you need help please ask one of your fellow members**

4. In the event of electronic equipment malfunction, presentation timing will pause. The presenter(s) will be granted up to 3 minutes to correct the problem. Once the problem is repaired, or the 3-minute mark is reached, timing for the presentation will continue from where it was paused. The presenter(s) must resume from the point the problem occurred with either corrected equipment or an appropriate alternate method of delivery. Competitors using electronic equipment are encouraged to bring a suitable back up (i.e. poster, flipchart, etc.). Under all circumstances the presenter(s) should try to rectify the issue(s) themselves. Some circumstances, such as electrical or mechanical malfunctions, may require additional help of an adult or someone with a specific skill set.

5. If using electronic cue cards, the device must be switched to "airplane mode" and not connected to Wi-Fi.



**4-H COMMUNICATION EVENT
QUOTE/REFERENCE SHEET
(HAND IN AT TIME OF EVENT)**

SPEAKER NAME: _____

SPEECH /PRESENTATION TITLE: _____

SPEAKER LEVEL: _____ **JR. (9-11) INT. (12-14) SR (15+)**

CLUB NAME: _____

DISTRICT:

*** QUOTES (no more than 75 words total): (must be noted here and in speech/presentation)**

REFERENCES AND SOURCES: (all must be noted here but are not necessary in speech/presentation)

SHORT DESCRIPTION & LENGTH OF EACH AUDIO/VIDEO CLIP USED (Max 30 seconds):

Appendix: B

Program Scheduling and Judging Requirements

Your program and judging requirements may vary depending on what your speakers plan on doing.

Speeches are still the most popular, but presentations are becoming more common. Adjust your program to be as efficient as possible for your judges, speakers and audience. Having an attentive emcee (i.e. watching the judges as well as lining up the next speakers) will help keep the competition moving smoothly.

Most combinations will work, as long as you maintain a multiple of 3 for your judging panel. If your competition reflects an abundance of a particular age group, factor that in for your judging requirements.

Please note that not all competitions host speeches and presentations at the same time. Therefore, disregard the need for judges that don't apply to your situation.

Prepared = Prepared Speeches
Impromptu = Impromptu
Speeches
Presentations = Illustrated Talks and Demonstrations.

Small Group (Under 10 participants):

- 3 judges for prepared, impromptu and presentations (junior, intermediate and senior).

OR

- 3 judges for prepared and impromptu (junior, intermediate and senior) and 3 judges for presentations (junior, intermediate and senior).

Medium Sized Group (10 to 20 participants):

- 3 judges for prepared (junior, intermediate and senior), 3 judges for impromptu (junior, intermediate and senior), 3 judges for presentations (junior, intermediate and senior).

OR

- 3 judges for prepared and impromptu (junior and intermediate), 3 judges for prepared and impromptu (senior), 3 judges for presentations.

OR

- 3 judges for prepared, impromptu and presentations (junior), 3 judges for prepared, impromptu and presentations (intermediate), 3 judges for prepared, impromptu and presentations (senior).

Large Groups (20+ participants):

- 3 judges for prepared and impromptu (junior), 3 judges for prepared and impromptu (intermediate) and 3 judges for prepared and impromptu (senior), 3 judges for presentations.

These are only suggestions.
Organize what will work best for your
competition.