

2009 4-H Public Presentations

Planning Checklist for Parents, Club Leaders & 4-H Members



- **Select a Topic & Type of Presentation:**
 - Select an age appropriate topic based on individual interests.
 - Decide which type of presentation best suits the topic (Demonstration, Illustrated Talk, Recitation, Dramatic Interpretation).

- **Practice, Practice, Practice:**
 - Use the Planning Worksheet, (sample) Evaluation Form(s), and Definition of Terms to develop and rehearse the presentation.
 - Practice in front of an audience at home and at club meetings for members.
 - Use the Sample Evaluation Form (enclosed) to rate practice presentations. (BE SURE TO ADHERE TO TIME LIMITS - penalties are given at District & State Presentations)
 - Critique the member's presentations and help them to improve each time they present.
 - Please take note of the "Snappy Introductions" (pages 11& 12 in guide) and "Food Demonstrations" (attached)

- **Register (By February 13th):**
 - Complete the **Member Registration Form** (one form per family) and return it to the 4-H Office.
 - **Make-up Presentations:** If you cannot attend Public Presentations on March 7th, please check the box on the bottom of the Member Registration Form & we will notify you of the make-up date (you must still register by Feb. 13th)
 - **Volunteers Needed:** Youth (ages 13+) and adults are needed to serve as Room Hosts and assist with Check-In. Please complete and return Volunteer Sign-Up Form (on the reverse side of the Member Registration Form).

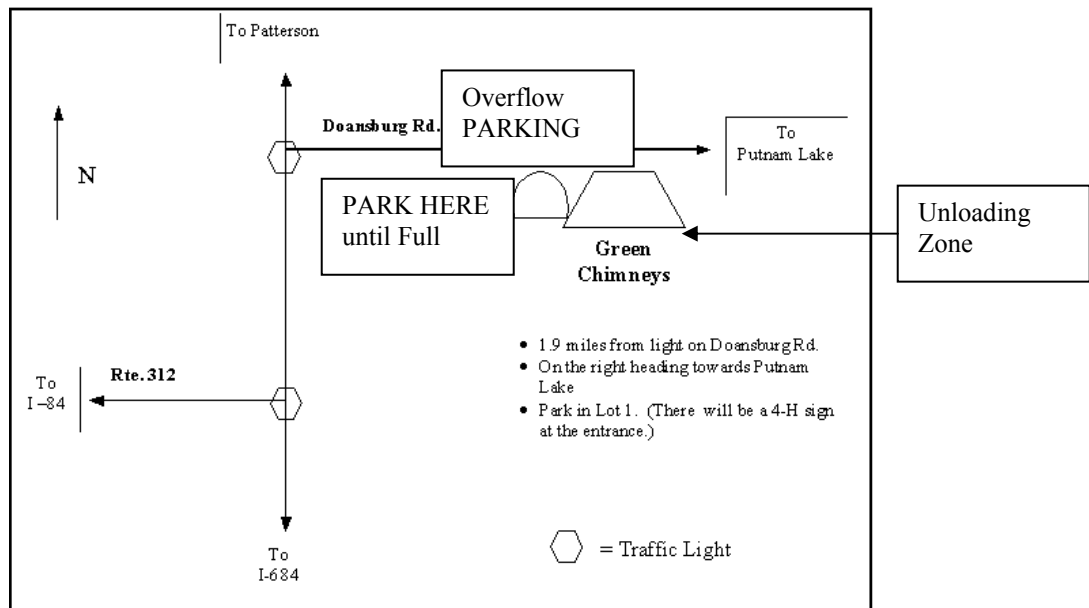
- **The Main Event...Public Presentations - March 7th:**
 - **Arrive for Registration at 9:00 a.m:** Check in & receive your (appropriate) Blank Evaluation Form & Blank Bio Card. After checking in, complete the top portion of the Evaluation Form and bring it with you to your assigned classroom. Upon entering your classroom, give both completed Bio Card & Evaluation Form to your Room Host (if there is no room host in your classroom, please give your form directly to your Evaluator's).

- **Presentations 10 a.m. - 1 p.m. (Approximately):** All presenters will be assigned to a room where they will give their presentation. As part of the learning process and a courtesy to other presenters, youth are asked to remain in that room until all presentations are done.
- **After your Presentation - Presenter Check-Out:** Upon completion of all presentations in your assigned classroom - return to the Lobby in the Administration Building to receive your completed Evaluation Form and Award Certificate.

□ **Cancellations & Weather Concerns:**

- **Illness:** If a member is registered to make a Presentation and they have to cancel due to illness or any other reason, please call the 4-H Office as soon as possible. It is a courtesy to our Evaluators to let them know in advance if we do not need their assistance. At the time of the cancellation, we can register the member for Make-Up Presentations.
- **Weather:** If it is necessary for us to postpone or cancel this event due to inclement weather, you can:
 - Call the Extension Office - when the machine answers dial Extension 24
 - Tune into the following radio stations:
 - WHUD 100.7 FM, B105.5 FM, or WPUT 1510 AM

Directions to Green Chimneys



- Green Chimneys is on Doansburg Road. Going north and south on Route 22 watch for the "Putnam Lake 3 (mile)" sign just prior to the Doansburg intersection.
- Park in Lot 1. To help you, there will be a 4-H sign at Green Chimneys parking lot entrance.)
- Because it's a little bit of a walk to the classroom building where Public Presentations will be held, there will be 4-H signs to guide you.