Dear 4-H Public Presentation Program Coordinator,

Supplies for your program are enclosed.

It would also be helpful to have a timer to time presenters. Remind judges there is a penalty for youth not keeping within the allotted time.

Enclosed:

a. **Registration Forms-** 4-H’ers or leaders will call you with their info or bring.

b. **Judges’ Information-** Please review this carefully with the judges. There are separate score sheets for all categories. Remind judges Explorers are not evaluated, but do have a commentary card.

c. **Score Sheets-** Have the 4-H’ers complete the top part before the judges receive them. You’ll need one for each 4-H’er for each judge. Present these to the contestants at the end of the program. Ask the judges to write comments and to be encouraging.

d. **Ribbons-** Present one to each 4-H’er at the end of the program.

\***lavender/purple** ribbons – **all members with a score of 90 and higher**

\***green** ribbons – all other participants, including Explorers

f. **Congratulations Card for each Novice, Junior, and Senior member with a score over 90**. Team demonstrations are allowed at the County Contest and new this year can move onto state competition as long as teams are made up of members at least 9 years or older.

h. **Coordinator’s Report- Complete** and return this summary after the program. Please ask a representative of your 4-H club to write a thank you notes to your judges. **Envelope-** to return the coordinator’s report to the 4-H Office. Please send or bring back extra ribbons and extra score sheets, etc. If your contest is at the center, you can leave them in the conference room.

**Be sure to fax (860.886.1164), email, or mail the report with senior, junior, and novice 90+ scores and the titles of their speech/visual presentations by February 17th.**

This is needed for the printed program, certificates, and especially the scheduling for the County Contest.

Please **have a lectern or table top podium** for speakers to use if they wish. If your site doesn’t have one, there are two at the Extension Center which may be borrowed. Be sure the audience will be able to see speakers. Have the 4-H’ers try out the speaking location before the program begins. Shorter 4-H’ers need to step away from the podium or you remove it so they can be seen.

**Have a 4-H’er available to help presenters get set up**. Try to tactfully discourage parents and leaders from setting up for them. Before the demonstrations start, you could announce that “\_\_\_\_\_\_\_\_\_\_\_\_\_ will be helping the presenters to set up.”

You’ll need a **place where visual presenters can put up things**, including charts. If there is not an easel, decide where to tape the charts and bring some masking tape. Demonstrators may need access to an **electrical outlet and extension cord**. Consider this in the room set up. There is a laptop and projector available from the 4-H office if you need one.

Please call if you have questions or if you need extras of any of these materials. Thank you very much for your time and effort in making this valuable 4-H program possible in our community.

Sincerely,

Marc Cournoyer

New London County 4-H Program Coordinator