

## Communications Scheduling Guideline

**One room or more-** Will all presentations take place in one room or will concurrent competitions happen? Time and number of competitors often dictate the answer to this question – there are **twelve to fifteen 4-H communications categories-** Junior, Intermediate, Senior and Adult Speeches; Junior, Intermediate, Senior and Adult One-Person Visual Presentations; Junior, Intermediate, Senior and Adult Two-Person Visual Presentations. Your Area Council may include Cloverbud competitions as well.

If you are wondering how much time to allow, the chart below and on the next page will assist with the assignment.

Things to keep in mind:

- What is the maximum length of the event? Two to three hours total might be considered for an area or zone event (including award presentation). You may also wish to split the event into morning and afternoon if there are many participants.
- All rooms should finish at a similar time.
- Are there any members who are taking part in more than one category?
- Can you accommodate families with more than one child taking part (ex: in the same room or earlier and later in the program)?

*Note: a spreadsheet is also included in this package.*

*Visuals- setup and take down can be done while the judges are writing comments.*

*Visuals – an average of 6 minutes total has been allowed for set up and take down. The rules allow a maximum of 5 minutes to set up and 5 minutes to take down. Some participants will use the entire amount while others will use less.*

*If two sets of judges are used in the same room, time needed is decreased as one set can write comments, while the other set judges. Additionally, deliberation time is less as one set is deciding on fewer categories.*

	Maximum Presentation Time	Set up/ Deliberation Time	Total Time
Cloverbud SPEECH # of entries ___ X 4 mins = _____	2 mins ea	2 min ea	4 mins ea
JR. SPEECH # of entries ___ X 5 mins = _____	3 mins ea	2 min ea	5 mins ea

<b>INT. SPEECH</b> # of entries ___X 7 mins=_____	5 mins ea	2 min ea	7 mins ea
<b>SR. SPEECH</b> # of entries ___X 9 min =_____	7 min ea	2 min ea	9 mins ea
<b>ADULT SPEECH</b> # of entries___X 11 min=_____	9 min ea	2 min ea	11 min ea
<b>1 PERSON VISUAL Cloverbud</b> # of entries___X 11 min=_____	5 min ea	6 min ea	11 min ea
<b>1 PERSON VISUAL JR</b> # of entries___X 12 min=_____	6 min ea	6 min ea	12 min ea
<b>1 PERSON VISUAL INT</b> # of entries___X 13 min=_____	8 min ea	6 min ea	14 min ea
<b>1 PERSON VISUAL SR</b> # of entries___X 16 min=_____	10 min ea	6 min ea	16 min ea
<b>1 PERSON VISUAL ADULT</b> # of entries___X 18 min=_____	12 min ea	6 min ea	18 min ea
<b>2 PERSON VISUAL Cloverbud</b> # of entries ___x 11 min =_____	5 min ea	6 min ea	11 min ea
<b>2 PERSON VISUAL JR</b> # of entries ___x 13 min =_____	7 min ea	6 min ea	13 min ea
<b>2 PERSON VISUAL INT</b> # of entries___X 14 min=_____	9 min ea	6 min ea	15 min ea
<b>2 PERSON VISUAL SR</b> # of entries___X 17 min =_____	11 min ea	6 min ea	17 min ea
<b>2 PERSON VISUAL ADULT</b> # of entries___X 18 min =_____	12 min ea	6 min ea	18 min ea