

Insert area council  
logo here

\_\_\_\_\_ date  
4-H Area Council  
Address  
Phone/fax number

**Dear 4-H Member:**

Congratulations on being selected to represent your 4-H club at the \_\_\_\_\_ 4-H Area Communications event is planned for (date) beginning at (time) with registration beginning at \_\_\_\_\_. The event will be held at the (location including address and town). It is located (insert directions).

We are holding the competitions in a number of separate rooms so please check in at the registration desk when you arrive for the correct room.

The order of presentations will be chosen randomly and will be printed on the program you receive that day. Please remember to bring a completed "Member Event Form" with you (may be found at [www.4h.mb.ca](http://www.4h.mb.ca)).

If you are doing a visual presentation, large tables will be provided, however you must bring all the other equipment that you will need (examples: extension cord, table cloth, screen).

Just a reminder for members in senior or adult public speaking, that "*competitors in the senior or adult public speaking category will introduce and thank other competitors*". We will be following the same process as used at the provincial competition. The Area Council felt it was important to give our older public speakers the opportunity to practice prior to taking part in provincial competition. On the day of the competition, you will receive the names of the competitors you must introduce and thank.

I hope you are looking forward to the Communications event. If you have any questions or you are unable to attend, please let us know immediately so an alternate can be invited from your Club (phone or email).

We are optimistic that we will not deal with inclement weather. If this is the case, call 204-???-???? and by 7:30 a.m. the voice mail message will indicate if the event has been postponed until **insert alternate date**.

Be sure to invite your family and friends to attend, too!

Sincerely,

(name of committee chair)  
Email address