

Room Chair – Responsibilities

- Dress appropriately for the occasion
- Be familiar with the rules and responsibilities of officials and speakers
- Confirm that all participants are in the room before beginning (competitors, timers, judges)
- Find out which speakers want to use the podium and microphone (if available). Move the equipment as necessary during the competition.
- Ask everyone to stand and lead them in reciting the 4-H pledge
- Thank everyone for attending and taking part.
- Ask everyone to turn off all cell phones. Tell the audience that if they need to leave the room please do so in between participants.
- Introduce the officials, judges and sponsors.
 - Ensure you know the correct pronunciation of the names of people you will introduce.
- Follow the order of presentation as printed on the program:
 - Introduce each speaker and the speech title.
- Thank the previous speaker before moving on to the next participant.

NOTE: If you are chairing a room with senior or adult speech competitions, you will not be introducing and thanking those speakers. Instead, you will be announcing the names of those competitors who will do so. For example: I would invite Jane Doe to thank the last speaker OR I would call on John Smith to introduce the next speaker.

This occurs at provincial competitions and may also occur at zone and area level. Usually participants will thank the speaker before them and introduce the speaker after them.

- If there are two separate sets of competition judges, you do not need to pause between presenters. You may move on to introducing the next participant.
- **If there is only one set of competition judges, OR one of the participants is missing, please watch the judges to see if they need assistance or time to make their notes before moving on to the next participant.**
- You may be asked to make announcements about refreshments or the awards ceremony.
- 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.
- *When your room is complete, invite participants and audience to leave the room. Remind participants and guests that we don't have free reign of the building. Please adjourn to (whatever location has been designated). In respect of those competitors who are still presenting please remember to be as quiet as possible.*