

All Participants – Responsibilities

- Provide the necessary information about your speech or presentation to the event organizers as required:
 - Your name and 4-H age
 - Category
 - Name of speech or presentation
- Submit any necessary paperwork:
 - Manitoba 4-H Council Member Event Form with photo release if required
 - Registration form if required
- Notify event organizers if for some reason you are unable to take part
 - This will allow an alternate to be invited to take part and/or the program and other paperwork to be updated
 - If it happens on the day of the event, this will allow the program to move forward smoothly and on time, and room chairs to be notified of any changes that are needed to the program
- Be on time
- As a senior or adult member taking part in public speaking, remember that you will be called upon to introduce and thank other participants at the provincial event. Your area or zone events may have the same requirements. Check with organizers in advance. Details are listed on page 4 of the fact sheet "4-H Communications: Speeches".

Speakers – Responsibilities

- Review competition details and familiarize yourself with the current competition rules and judging criteria in the three Manitoba 4-H Council Communications fact sheets. Any speaker who has not followed the published rules will be disqualified.
- Know the speaking time limits for your level of competition.
- Select a topic based on your interests, experience and level of knowledge. You will be judged on presentation and content.
- Prepare your own speech. Copying a speech from another person, a book, or magazine is unfair and illegal. This is called plagiarism and means that you are stealing someone else's ideas and work. Plagiarism will not be tolerated at any time.
- Limit total quotations. **Credit must be given when quoting another person's work.**
 - If using quotes, it is important to inform the audience of when the quotation starts by using "quote" and ends by using "unquote". Short or well-known quotations do not need an end quote, but it is recommended for longer quotations.
- Speakers are encouraged to improve their speeches after each presentation.
- If you belong to more than one club, please consult the 4-H Communications: Zone and Area Competitions fact sheet for the rules on participation.
- No visual aids or gimmicks are to be used by speakers in competitive 4-H public speaking. Gestures are acceptable.
 - A gimmick is any device or stunt used to distract the audience, such as clothing, costumes, props, singing a song, music in the background, or leading a cheer or chant.
 - A gesture is a subtle, physical action that is meant to highlight or support a verbal message. It should not distract the audience.
- Prompting from the audience is not tolerated. Be sure to practice speaking ahead of time so that you are comfortable and confident in your delivery.
- Arrive early at the competition so you can meet with the Emcee and organizers.
- Tell the Emcee if you wish to use the podium, microphone if they are available.
- **As a senior or adult participant at the provincial level, be prepared to introduce and thank other competitors. The process is described on page 4 of the fact sheet "4-H Communications: Speeches". Your Area Council may use this process as well.**

Presenter – Responsibilities

- Review competition details, and familiarize yourself with the current competition rules and judging criteria in the three Manitoba 4-H Council Communications fact sheets. Any speaker who has not followed the published rules will be disqualified.
- Know the presentation time limits for your level of competition, including time limits for set up and take down.
- Review special procedures members are taught.
- Select a topic based on your interests, experience and level of knowledge. You will be judged on presentation and content.
- Prepare your own presentation. Copying a presentation from another person, a book, or magazine is unfair and illegal. This is called plagiarism and means that you are stealing someone else's ideas and work. Plagiarism will not be tolerated and will result in disqualification.
- Limit total quotations. **Credit must be given when quoting another person's work, including audio/video clips and non-stock photographs.**
- If using quotes, it is important to inform the audience of when the quotation starts by using "quote" and ends by using "end quote". Short or well-known quotations do not need an end quote, but it is recommended for longer quotations.
- **If using video, limit the number and length of video clips.**
- Ensure visual aids are appropriate, legible, needed and add value to your presentation.
- Be prepared for the questions that will follow your presentation.
- Presenters are encouraged to improve their presentations after each competition.
- If you belong to more than one club, please consult the 4-H Communications: Zone and Area Competitions fact sheet for the rules on participation.
- Bring all materials, supplies and equipment that are necessary to the competition. The committee will provide the table, but size may vary.
- Arrive early at the competition so you can meet with the emcee and organizers.
- Tell the emcee if you wish to use the podium or microphone if they are available.