

# Communications Scheduling Guideline

## One Room or More:

- Determine whether all presentations will take place in one room or if concurrent competitions will happen. The number of competitors often dictates this. There are fifteen 4-H communications categories, Cloverbud, Junior, Intermediate, Senior and Adult Speeches; Cloverbud, Junior Intermediate, Senior and Adult One-Person Visual Presentations; Cloverbud, Junior, Intermediate, Senior and Adult Two-Person Visual Presentations.

## Time Allocations:

- **Maximum Length:** Consider a total event time of two to three hours, including award presentations. If there are many participants, you may split the event into morning and afternoon sessions.
- **Room Synchronization:** Ensure all rooms finish at a similar time.
- **Multiple Categories:** Accommodate members participating in more than one category.
- **Family Accommodations:** Try to schedule family members in the same room or at times that are convenient (e.g. one at the beginning and the other at the end of the program).

## Visuals Setup and Take Down:

- Visuals setup and take down can be done while judges are writing comments.
- An average of 6 minutes total is allowed for setup and take down. The rules allow a maximum of 5 minutes each for setup and take down, but this can vary among participants.

## Judging Efficiency:

- If two sets of judges are used in the same room, the time needed decreases as one set can write comments while the other judges are focused on the next competitor from the other category. Additionally, deliberation time is less as each set decides on fewer categories.

## Category time calculations – a spreadsheet is also available on the USB

Category	Maximum Presentation Time	Set up/ Deliberation Time	Total Time
Cloverbud SPEECH # of entries ___ X 4 mins = _____	2 mins each	2 mins each	4 mins each
JR. SPEECH # of entries ___ X 5 mins = _____	3 mins each	2 mins each	5 mins each
INT. SPEECH # of entries ___ X 7 mins = _____	5 mins each	2 mins each	7 mins each
SR. SPEECH # of entries ___ X 9 min = _____	7 mins each	2 mins each	9 mins each

<b>ADULT SPEECH</b> # of entries ___ X 11 min = _____	9 mins each	2 mins each	11 mins each
<b>1 PERSON VISUAL Cloverbud</b> # of entries ___ X 11 min = _____	5 mins each	6 mins each	11 mins each
<b>1 PERSON VISUAL JR</b> # of entries ___ X 12 min = _____	6 mins each	6 mins each	12 mins each
<b>1 PERSON VISUAL INT</b> # of entries ___ X 13 min = _____	8 mins each	6 mins each	14 mins each
<b>1 PERSON VISUAL SR</b> # of entries ___ X 16 min = _____	10 mins each	6 mins each	16 mins each
<b>1 PERSON VISUAL ADULT</b> # of entries ___ X 18 min = _____	12 mins each	6 mins each	18 mins each
<b>2 PERSON VISUAL Cloverbud</b> # of entries ___ x 11 min = _____	5 mins each	6 mins each	11 mins each
<b>2 PERSON VISUAL JR</b> # of entries ___ x 13 min = _____	7 mins each	6 mins each	13 mins each
<b>2 PERSON VISUAL INT</b> # of entries ___ X 14 min = _____	9 mins each	6 mins each	15 mins each
<b>2 PERSON VISUAL SR</b> # of entries ___ X 17 min = _____	11 mins each	6 mins each	17 mins each
<b>2 PERSON VISUAL ADULT</b> # of entries ___ X 18 min = _____	12 mins each	6 mins each	18 mins each