

## **All Participants – Responsibilities**

- **Provide Information:** Submit the following details to the event organizers as required:
  - Your name and 4-H age (age as of January 1 of the current 4-H year)
  - Category
  - Title of your speech or visual presentation.
- **Submit Paperwork:** Ensure you complete and submit any necessary paperwork:
  - Club-Area Council Member Event Form with photo release, if required
  - Registration form, if required
- **Notify Organizers:** If you are unable to participate, inform the event organizers immediately:
  - This will allow an alternate to be invited and the program and paperwork to be updated.
  - If it happens on the day of the event, it helps the program run smoothly and on time, and room chairs can be notified of any changes.
- **Be Punctual:** Ensure you arrive on time.
- **Senior/Adult Competitors:** As a senior or adult member in public speaking or visual presentation, be prepared to introduce and thank other participants at the Provincial event. Your Area or Zone events may have similar requirements, so check with organizers in advance. Details are listed on pages 3 or 4 of the fact sheets "4-H Communications: Speeches or Visuals."

## **Speakers – Responsibilities**

- **Review Competition Details:**
  - Familiarize yourself with the current competition rules and judging criteria in the Communications fact sheets. Any speaker who has not followed the published rules can/will be disqualified.
- **Know Time Limits:**
  - Be aware of the speaking time limits for your level of competition.
- **Topic Selection:**
  - Choose a topic based on your interests, experience, and level of knowledge. You will be judged on both presentation and content.
- **Speech Preparation:**
  - Write your own speech. Copying a speech from another person, a book or a magazine is unfair and illegal and is called plagiarism. Plagiarism means stealing someone else's ideas and work, and it will not be tolerated.
- **Quotations:**
  - Limit the use of quotations. Always credit the original author when quoting someone's work.
  - When using quotes, inform the audience by starting with "quote" and ending with "end quote". Short or well-known quotations do not need an end quote, but it is recommended for longer quotations.
- **Improvement:**
  - Continuously improve your speech after each presentation.
- **Multiple Club Participation:**
  - If you belong to more than one club, consult the 4-H Communications: Zone and Area Competitions Fact Sheet for participation rules.
- **No Visual Aids or Gimmicks:**
  - Do not use visual aids or gimmicks 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, playing music in the background, or leading a cheer or chant.
  - A gesture is a subtle, physical action meant to highlight or support a verbal message without distracting the audience.
- **No Prompting:**
  - Prompting from the audience is not allowed. Practice your speech ahead of time to ensure you are comfortable and confident in your delivery.
- **Arrival**
  - Arrive early at the competition to meet with the Emcee and organizers.
- **Senior/Adult Participants:**
  - As a senior or adult participant at the Provincial level, be prepared to introduce and thank other competitors. The process is detailed on page 4 of the fact sheet "4-H Communications: Speeches." Your Area Council may also use this process.

## **Presenter – Responsibilities**

- **Review Competition Details:**
  - Familiarize yourself with the current competition rules and judging criteria in the Communications fact sheets. Any presenter not following the published rules can/will be disqualified.
- **Know Time Limits:**
  - Understand the presentation time limits for your competition level, including setup and takedown times.
- **Review Special Procedures:**
  - Ensure you are familiar with the special procedures members are taught.
- **Topic Selection:**
  - Choose a topic based on your interests, experience, and knowledge level. You will be judged on both presentation and content.
- **Prepare Your Own Presentation:**
  - Write your presentation yourself. Copying from another person, book, or magazine is plagiarism, which means stealing someone else's ideas and work. Plagiarism will not be tolerated and will result in disqualification.
- **Limit Quotations:**
  - Credit must be given when quoting another person's work, including audio/video clips and non-stock photographs. Inform the audience by starting with "quote" and ending with "end quote" for longer quotations. Short or well-known quotes do not require an end quote but it is recommended for clarity.
- **Limit Video Clips:**
  - Use video clips sparingly and keep them brief.
- **Ensure Effective Visual Aids:**
  - Visual aids should be appropriate, legible, necessary and add value to your presentation.
- **Prepare for Questions:**
  - Be ready to answer questions following your presentation.
- **Continuous Improvement:**
  - Improve your presentations after each competition.
- **Multiple Club Participation:**
  - If you belong to more than one club, consult the 4-H Communications: Zone and Area Competitions Fact Sheet for participation rules.
- **Bring Necessary Materials:**
  - Bring all required materials, supplies and equipment to the competition. The committee will provide a table, but its size may vary.
- **Arrive Early:**
  - Arrive early to meet with the emcee and organizers.
- **Senior/Adult Participants:**
  - As a senior or adult participant at the Provincial level, be prepared to introduce and thank other competitors. The process is detailed on page 4 of the fact sheet "4-H Communications: Speeches." Your Area Council may also use this process.