

Room Chair – Responsibilities

- Dress appropriately for the occasion.
- Be familiar with the rules and responsibilities of judges and speakers.
- Confirm that all participants (competitors, timers, judges) are in the room before beginning.
- Welcome everyone to the _ (*name of your category*) _ competition (If people are in the wrong room this gives them a chance to move).
- Introduce yourself.
- Ask everyone to stand and lead them in reciting the 4-H pledge.
- Thank everyone for attending and participating. Ask the audience to silence their cell phones and to remain quiet throughout the presentation. If any content being presented is sensitive, we encourage you to leave the room quietly and respectfully. Additionally, if you need to leave during the competition, please do so between presentations.
- Introduce the timekeeper and judges
 - Ensure you know the correct pronunciation of the names of the people you will introduce.
- Follow the order of presentation as printed on the program:
 - Introduce each speaker and their speech title.
 - Thank the previous speaker before moving on to the next participant.
 - **Note:** If you are chairing a room with senior or adult competitors, you will not be introducing and thanking the speakers. Instead, announce the names of the 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." Usually, participants will thank the speaker before them and introduce the speaker after them. (An example is available for reference).
- 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.
- When your room is complete, invite participants and the audience to leave the room. Remind participants and guests that they do not have free reign of the building. Please adjourn to the designated location and respect those competitors who are still presenting by being as quiet as possible.
- Collect the placing sheets from the judges.
- Each judge should have written a first, second and third-place winner on their sheet.
- Assign points as follows for each of the judges' sheets:
1st – 11 points 2nd – 6 points 3rd – 4 points
- With the timekeeper, tally up the total points for each competitor listed on the three judges' sheets using the summary sheets provided. Rank in order of most points to least points and

identify the top three winners on the *Final Result Sheet*. In case of a tie, refer to the *4-H Communications Judging System Sheet*.

- You and the timekeeper will need to sort the Judges' Comment Sheets and place them in the labelled envelopes. Submit the envelopes to the registration table or the chair of the award presentation.
- Submit the *Final Results Sheet* to the chairperson at the registration table to complete the material for the announcement of winners.