

# ROOM CHAIR SAMPLE SPEAKING NOTES – ZONE OR AREA COMMUNICATIONS

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## INTRODUCE YOURSELF

### 1. WELCOME:

- Welcome those who will be competing.
- Welcome their families.
- Welcome representative of the sponsors.

### 2. 4-H PLEDGE

### 3. INTRODUCE JUDGES:

- (insert list and categories)

### 4. INTRODUCE TIMEKEEPER

### 5. EXPLAIN ORDER OF PRESENTATIONS AS LISTED ON THE PROGRAM:

- We will alternate between groups to allow the judges time to complete their notes between participants. Where necessary, we will pause between speakers to allow the judges time to complete their notes.
- Each participant represents one of the clubs in the \_\_\_\_\_ Area (Zone).
- The champion in each category may be invited to represent the Area at the Provincial Competition on \_\_\_\_\_, in \_\_\_\_\_.
- After all the presentations are complete, we will break for refreshments (approximately 20 minutes) in the \_\_\_\_\_.
- We will then have comments from the judges, award presentations and announcements of the winners.
- Out of courtesy to the presenters and judges, we ask that the audience please silence the ringers on their cell phones.

NOTE: Whenever there are entries from the same category back-to-back, leave time for judges to finish their comments. Otherwise, proceed without a break.

### 6. CALL ON PRESENTERS, AS PER PROGRAM BELOW:

- (Insert or provide a copy of the program)

## CONCLUSION

- That concludes our speeches/presentations for the morning/afternoon. Thank you for taking part and supporting the participants.
- Refreshments are being served in \_\_\_\_\_ followed by the awards presentations.