

**M.C. (Chairperson) Speaking Notes**  
**Area 4-H Communications**  
**Awards Presentation**

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**INTRODUCE YOURSELF**

**1. WELCOME:**

- Welcome and thank everyone for attending the event.

**2. THANK TIMEKEEPERS, CHAIRPERSONS AND OTHER VOLUNTEERS:**

- Thank the timekeepers, chairpersons and all volunteers and ask them to come forward to receive a thank-you gift (present gifts if appropriate).

**3. THANK JUDGES:**

- Thank the judges and ask them to come forward to receive a thank-you gift. (Present gifts if appropriate).
- (Insert list of names and categories)

I would like to call on \_\_\_\_\_ to give some general remarks on behalf of the judges' panel.

**4. THANK OUR SPONSORS:**

- (Insert list of sponsors if applicable)
- Ask any representatives of the sponsors to come forward to assist in the awards presentation.

**5. AWARDS PRESENTATIONS:**

The top presenters in each of the communications categories will be invited to represent \_\_\_\_\_ Area at the Provincial Communications competition on \_\_\_\_\_ in \_\_\_\_\_.

- I'd like to call on \_\_\_\_\_ on behalf of \_\_\_\_\_ to present the award to the top Cloverbud/Junior/Intermediate/Senior/Adult speaker to \_\_\_\_\_.  
(insert names and sponsors where applicable)

I invite \_\_\_\_\_ to present the other speech participants with tokens on behalf of \_\_\_\_\_. (Read off the list of names from the pile of certificates for the 5 groups (if applicable) - and present the certificates as the sponsor representative gives the token).

- I'd like to call on \_\_\_\_\_ on behalf of \_\_\_\_\_ to present the award to the top Cloverbud/Junior/Intermediate/Senior/Adult One-Person Visual Presentation to \_\_\_\_\_.  
(insert names and sponsors where applicable)

\_\_\_\_\_ will present the other participants with tokens on behalf of \_\_\_\_\_. (Read names from the pile of envelopes and present certificates as the sponsor representative presents tokens).

- I'd like to call on \_\_\_\_\_ on behalf of \_\_\_\_\_ to present the awards for the top Cloverbud/Junior/Intermediate/Senior/Adult Two Person Visual Presentations to \_\_\_\_\_ and \_\_\_\_\_ (insert names and sponsors where applicable).

\_\_\_\_\_ will present the other participants with tokens on behalf of \_\_\_\_\_ (Read names from the pile of envelopes and present certificates as sponsor representative presents tokens).

Thank you to the planning committee of our annual Communications Event for all their hard work.

This concludes our morning/afternoon/evening. Have a safe drive home. (Make any other announcements that the committee may have - for example, winners may need to meet after the event to complete paperwork).