2015 County/District Communication Arts Event Information

This resource packet is designed to help you coordinate the county/district event for the Communication Arts program. The evaluation forms for each division and BA800 are available on the Center for 4-H website.

This packet includes the following information:

- Information for hosting a county/district Communications Arts event
- County/district Communication Arts event judges orientation
- County/district Communication Arts event awards and recognition presentations
- Communication Arts sponsors and thank you procedure
- Registration forms

Please direct 4-H contacts in your district to use the District Communication Arts County Registration form. Request that they return completed forms to you by a date that meets your deadline for arrangements for the district Communication Arts event.

We will try to send at least one judge from the Center for 4-H to attend your district event and assist with judging. Each district will receive a box with important information, medals, etc.

The district Communication Arts box will include first-place medals (20) and maroon honorable mention (15) ribbons, a list of Communication Arts sponsors, participation gifts, state event information and letters for teen winners in each division.

Teen winners will need to be given a letter with Extension Youth Conference (EYC) registration information. Additional information about the 4-H program and event information (such as camp and EYC information) also may be included for you to set out for all participants to see. An evaluation is included for youth and adults to complete. Please send all unused materials back to the Center for 4-H.

Be prepared to provide an orientation for the judges, using the enclosed material as your guide.

Please take photos during and after the event. These photos will be used in helping create the 4-H Foundation report as well as in any news releases and/or marketing that we need. All youth should have the signed photo release waiver in their county as part of their 4-H participation.
Hosts need to send the following information to the Center for 4-H Youth Development following the District Communication Arts event:

- Teen and preteen category winner list
- A copy of your program with all participants’ names and categories
- A list of judges and Extension staff who assisted at your event
- A copy of the Communication Arts County registration forms

Encourage teen category winners who choose to be Extension Youth Conference delegates to complete the online registration promptly. Counties then will have to call the Center for 4-H to get a code for the registration to be waived. If your event is held after June 6, the registrant or his/her county office should call the Center for 4-H to make sure center staff are aware of late registrations.

Please note the link to the Communication Arts sponsors. Please include it in your program for the event. This list is being updated, so please check the Web page before your event. All sponsors should be listed in each district program.

Please contact Holly Halvorson or Sharon Query if you have questions or comments on the Communication Arts district event or this information.

Thank you!

Sharon Query, 4-H Youth Development Specialist

---

**Communication Arts State Event**

**What:** North Dakota 4-H Communication Arts State Event

**When:** Sunday, July 19, 2015 (afternoon, following Film Festival)

**Where:** North Dakota State Fair Center

**Who:** Pre-teen and teen (individual and team) winners in each category from each district event

**Recognition:** Top 30 percent will receive Awards of Excellence
Information for Hosting a County or District Communication Arts Event

Prior to Event

- Decide date.
- Secure a facility (school, church, community building with enough rooms to conduct the event).
- Reserve rooms. You will need 12 rooms if one is used per category. (More or fewer rooms may be needed depending on expected participants and number of categories judged in each room.)
- Arrange for equipment.
- Provide room signs identifying categories and a list of participants (post outside of the room).
- Allow commercial participants to arrange space according to their “commercial.”
- Find and assign judges, or (for district events) request from all counties participating to provide one or more judges as needed. Each room needs at least two judges.
- Invite sponsors to attend the event, judge and/or help distribute awards at the close of the event.
- Assign a host to each room. You might use volunteers or teen leaders. Room hosts may be from your county or (for district events) request that each county provide one or more. Room hosts will keep the room in order and quiet during each presentation, introduce the presenter, time each presentation, keep the door shut to prevent distractions during presentations and check off completed presentations outside the door.
- Collect registrations and set up a schedule (time and room).
- Prepare a program schedule for the day. For a district event, if time is available, send a copy to each county before the event. Provide a copy to the North Dakota Center for 4-H Youth Development.
- Do Short Take preparation, including providing file cards and pencils for participants’ use. Counties can use former topics, districts will be sent topics.
- Stage the broadcasting area to resemble a radio booth if you wish. Ideas: Set up a screen; set up a three-panel display board with fabric over it to resemble a radio booth.
- Equip demonstration rooms with a table or desktop, and easel for posters. A second table behind the demonstrator also is helpful.
- Make sure you have access to kitchen facilities for preparation of food demonstrations if necessary.
- Have an easel, and maybe a table or desktop, available for illustrated talks.
- Make a podium available for the public speaking or interpretive reading categories. (These categories can be done without a podium if one is not available.)
- Provide a computer/projector for the presentation software and website design categories.
- Provide equipment to play DVD media for the video production category.

During the Event

- Coordinate or present a short orientation for the judges.
- Coordinate awards presentations (introductions, thank yous, photos).

After the Event

- Complete the winner summary from the county/district event.
  - **County event:** Please forward the summary to district host.
  - **District event:** Give the summary to the state staff at the event or mail it to the North Dakota Center for 4-H Youth Development the next working day following the event.
- Follow up with appropriate thank yous to judges, facility and sponsors.
Thank you for serving as a judge at today’s event. Your role is to evaluate presentations by 4-H members and help the individuals learn and become proficient at making public presentations.

One of our goals is to have each 4-H member go home today with a feeling of success and accomplishment for his or her efforts.

Remember that your role includes providing encouragement and recognition in the form of acknowledgment of the strengths of each presentation.

Special Note to Judges

You will evaluate the youth giving their presentation. Please make notes on the evaluation form provided. Remember to provide the youth with positive and constructive comments because youth will be given the evaluation form at the end of the event. The evaluation sheet will list qualities for ranking. Please review this with your judging partner before the event begins.

• Do not be concerned with procedures or exacting details.

• High school rules of speech, debate, dramatic interpretation, etc., do not apply to the North Dakota 4-H Communication Arts program. Instead, those rules, strategies, etc., could be used as constructive advice for improvement.

The 4-H Communication Arts program has five primary objectives:

1. Help participants develop communication skills useful throughout a lifetime

2. Provide participants with an opportunity to practice their skills before a group

3. Provide participants with an opportunity to gather and organize information, equipment and props for public presentation

4. Develop participants’ confidence in making public presentations

5. Evaluate and enhance communication skills

Participation begins at the club or local level, where youth are encouraged to give at least one public presentation each year.

Judges Orientation continues on Page 5
Awards

You are asked to select a winner in each category. You may award honorable mention to one or two participants who deserve recognition.

Every participant at the district event will receive a T-shirt. Ribbons and medals are presented to one winner in each teen and preteen category. Honorable mention ribbons may be given, if selected.

Demonstrations, Illustrated Talks, Presentation Software, Video Production, Website Design and 4-H Promotion

• These categories may be up to 12 minutes in length. Minimum time: preteen – two minutes; teens – four minutes. Use your own judgment regarding presentations longer or shorter than the time guidelines.

• Ask each presenter at least one or two questions following his or her presentation. (Teen participants may be asked three or four questions.) Be consistent; try to ask the same number of questions of each participant in a category.

Prepared Speech, Interpretive Reading and Dramatic Presentations

• Prepared Speeches, Interpretive Reading and Dramatic Presentations should be three to eight minutes for preteen participants and five to eight minutes for teen participants. Use your judgment on the severity of a time infraction and how it affects scoring.

• Presenters in Public Speaking, Interpretive Reading and Dramatic Presentations are not asked questions following their presentations.

Commercial, Short Take and Broadcasting

Commercials must be one to three minutes long. Each person in a team presentation needs to have a significant speaking role, and all team participants in the team presentation must be in the same age division.

Short Take participants will have 10 minutes to prepare their topic. A maximum of five minutes’ speaking time is allowed. Preteens have a minimum of one minute, and teens have a two-minute minimum.

Broadcasting presenters may prepare a newscast with four to five items of about 30 to 45 seconds each or an in-depth story lasting a maximum of eight minutes. Participants may or may not choose to use a screen to set the stage for a radio broadcast, hence eye contact is not of utmost importance.

Cloverbud Recitation

This is a participation event only. You will not select a first place or honorable mention recipients.

For All Presentations

Take two minutes to talk with each 4-H member immediately following his or her presentation. Try to mention several things he or she has done well, and at least one thing he or she could improve upon. Remember to end with a positive comment!

Participants need to dress appropriately for their presentation. 4-H dress code is required. See BA800 for Dress Code. Food demonstrators do not have to wear aprons.

Ask one judge from each of the categories to make general comments to the entire assembly during the awards recognition program.

Closing Note

Help the young people gain confidence and develop strong presentation skills. There is more than one correct way of doing most things.
Awards and Recognition Presentation

The following is a suggested guide to use at the awards/recognition presentation for District 4-H Communication Arts events:

1. Welcome to the members, parents, leaders, sponsors, judges and guests
   - “I hope you enjoyed your morning. You can be proud of yourself for participating in the Communication Arts event. Communicating in public is one of the hardest but most beneficial skills to develop. Many adults fear speaking in front of a group, so you are a step ahead of them.”

2. Introduction of judges at the assembly (refer to program)

3. Comments from a judge representing each category.

4. Describe the procedure:
   - “All participants have received a T-shirt as a gift. Please look at the sponsor list on the program and send a thank you to them. Gifts and awards would not be possible without sponsors.
   - “One first-place winner in each category will be identified by judges in preteen and teen divisions. These participants will receive a medal. Youth identified for outstanding presentations will receive an honorable mention ribbon (maroon rosette). Honorable mention is not intended to become recognition for second-place winners. Awarding first place and honorable mentions is at the judges’ discretion. Recognition may not be awarded in all categories.
   - Preteen and teen winners in each category are eligible to participate in the state Communication Arts event, which will be held in July at the State Fair in Minot. Teens can attend EYC and/or participate in the state event.”
   - “Teen first-place winners in each category will receive a letter containing instructions for attending Extension Youth Conference. Teens are encouraged to respond to this information within a few days of receiving it. Send your registration to your home county agent.”
   - Provide the location of photos after the assembly. (Do before if time permits.)

5. Participation ribbons are awarded for Cloverbuds on district level. Cloverbuds also receive a participation gift.

6. Thank those helping with the awards presentation.
   [Awards: medal/ribbon, evaluation form, certificate, state event letter, teen letter (EYC)]

7. Send thank yous to members, parents, leaders, sponsors, people responsible for the facility and judges.

8. Adjournment and photos
   - “Congratulations to everyone, and remember to write thank yous. Thank you to the members, leaders, sponsors, parents, helpers, room hosts and judges.
   - Take photos of each county’s participants.
   - Surveys