District Communication Arts Event Information

Thank you for coordinating the district event for the Communication Arts program. Most of this information is also applicable to a county event. Evaluation forms for each category are included in BA800; you can print the page as needed. However, fillable evaluation forms and registration forms are available on the Center for 4-H website. https://www.ndsu.edu/4h/programs_events/state_4_h_contests/communication_arts/

This file includes the following information:
1. General Information for Hosting a District Communications Arts Event (the first two pages)
2. District Communication Arts Event Judges Orientation
3. District Communication Arts Event Awards & Recognition Presentations
4. Communication Arts Sponsors and thank you procedure

Please direct 4-H contacts in your district to use the District Communication Arts County Registration forms on the website and request 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 one specialist from the Center for 4-H to attend your district event and assist with judging, orientation or other roles. A box will be prepared for each district with first place medals (20), maroon honorable mention (15) ribbons, list of Communication Arts sponsors, participation t-shirts (for youth participants only), state event information, and letters for first place participants in the Senior Division in each category providing basic Extension Youth Conference registration information. Let Holly know approximate number of shirts and if you need a different amount of supplies.

Additional information about the 4-H program and event information (such as camp and EYC information) may also be included for you to set out for all participants to see. An evaluation is also included for youth and adults to complete. Please send all materials that were not used back to the Center for 4-H.

Be prepared to provide an orientation for the judges. Page 3 of this file has some suggestions for orientation. Please take pictures during and/or after the event. Photos are used for the 4-H Foundation report as well as in any news releases and/or marketing information. All youth should have the signed photo release waiver in their county as part of their 4-H participation.

Hosts: please send the following information to the Center for 4-H Youth Development (Attention: Holly) following the District Communication Arts Event:
1) Junior and Senior Category winner list
2) A copy of your program with all participants’ names and categories
3) A list of judges and extension staff that assisted at your event
4) A copy of the Communication Arts County registration forms

Encourage Senior Division category winners to attend Extension Youth Conference. The dates are June 17-20. Registration is due June 3. Delegates are encouraged to complete the online registration. Counties will then 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 3, the registrant or their county office should call the Center for 4-H to make sure they are aware of late registrations.

Please note the link to the Communication Arts sponsors on the web page. If you develop a program for the event, please list all sponsors. This list may change, so please check the web page before your contest day.

A Communication Arts State Event will be held Sunday, July 21, 2019 starting at noon in the Ward County Extension office in Minot. Junior and Senior division first place participants in each category from each District Contest are eligible to exhibit their winning presentation at the NDSF Communication Arts event. Top 5 place winners will be selected at the state contest.
Information for Hosting a District Communication Arts Event

Things to Think About and Do Prior to the Event

1) Secure facility (school, church, community building, with enough rooms to conduct the event).
2) Reserve rooms. Eight rooms if one per category is used (more or less may be needed depending on expected participants and number of categories judged in each room.)
3) Arrange for equipment.
4) All areas need - room signs, identifying categories and participants (post outside of the room).
5) Commercial (parts of Mass Media) participants may need to arrange space according to their “commercial”.
6) Short Take (part of Speech) prep includes file cards and pencils for their use.
7) Broadcasting (parts of Mass Media) area may be staged to resemble a radio booth or television set if you wish. For example, you can have microphone prop; or set up a display board with fabric over it to resemble a radio booth.
8) Demonstration rooms need a table or desktop, easel for posters, a second table behind demonstrator is helpful.
9) Food demonstrations may require access to kitchen facilities for preparation.
10) Public speaking may use a podium (use of a podium is not required).
11) Electronic presentations design will need computer/projector and equipment to play DVD media and/or video from flash drive.
12) Find and assign judges, or (for district events) request from all counties participating to provide one or more judges as appropriate. Each room needs at least two judges.
13) Invite sponsors to attend event, judge, and/or help distribute awards at close of event.
14) 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 room in order, quiet during each presentation, introduce presenter, time each presentation, keep door shut to prevent distraction during presentations and check off completed presentations outside the door.
15) Collect registrations and set up schedule (time and room).
16) Prepare a program schedule for the day. For district event, if time allows, send a copy to each county before the event. Provide a copy to the NDSU Center for 4-H Youth Development.

During the Event

1) Coordinate or lead a short orientation for the judges.
2) Coordinate awards presentations (introductions, thank you, photos).

After the Event

1) Complete the contest summary from the district and give to state staff at the event, or email holly.halvorson@ndsu.edu in the NDSU Center for 4-H Youth Development the next working day following the event.
2) Follow up with appropriate thank you notes to judges, facility and sponsors.
Guide for District Communication Arts Judges Orientation

Thank you for serving as a judge at today’s event. Your role is to evaluate presentations by 4-H members and to help the individual learn and become proficient at making public presentations. One of the goals is to have each 4-H member go home today with a feeling of success and accomplishment. Your role includes providing encouragement and recognition in the form of acknowledgement of the strengths of each presentation.

You will evaluate each 4-H member’s presentation. Please make notes on the evaluation form provided. Provide youth with positive and constructive comments. The evaluation forms are given to the participants at the end of the day. Please review this evaluation form with your judging partner before the event begins.

1) Do not be concerned with procedures or exacting details. There is more than one correct or acceptable way to most things.
2) High school rules of speech, debate, dramatic interpretation, etc. do not apply to the ND 4-H Communication Arts program. Instead, those rules, strategies, etc. used in high school competitions can be used as constructive advice for improvement.

The primary objectives of the 4-H Communication Arts program are:
* To help participants develop and enhance communication skills they will use throughout their lifetime.
* To provide participants an opportunity to practice their skills before a group.
* To provide participants an opportunity to gather and organize information, equipment and props.
* To help participants develop confidence in making public presentations.

Awards
Please select a first place participant in each category. If there is only one participant in a category, it is first place. You may give honorable mention of one or two participants that deserve additional recognition (those under consideration for first place). Please do not think of honorable mention as second place but rather as outstanding presentations which did not receive first place. First place and honorable mention participants in the senior division have an opportunity to attend Extension Youth Conference (EYC). Program sponsors will cover the cost of the EYC registration fee. First place participants in both senior and junior division may choose to participate in the state Communication Arts event at the Ward County office in July.

Every participant at the district event will receive a t-shirt. Medals are presented to the first place presenters in each category. Honorable mention ribbons may be given, if selected.

Time for all categories is 4 to 12 minutes in length for senior division and 2 to 12 minutes for junior division, except for *Speech minimum time for junior is 3 minutes for prepared speech or 1 minute for Impromptu and 5 minutes for senior Prepared Speech or 2 minutes for Impromptu. *Commercials must be 1 minute for all ages. *Fist Tank senior 5 to 15 minutes.

*Ask each presenter at least one or two questions following their presentation. Senior participants may be asked more questions. Be consistent; ask the same number of questions to each participant in a category.

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

For all Presentations
• Take two minutes to visit with each 4-H member immediately following their presentation. Try to mention several things they did well, and at least one thing they could improve upon. Remember to end with a positive comment!
• Participants need to dress appropriately for their presentation. Costumes may be used if they fit the presentation. If presentation does not call for a costume, 4-H dress code or 4-H Communication Arts t-shirts are appropriate. 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.
District Communication Arts Event Awards & Recognition Presentation

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

1. Welcome to the members, parents, leaders, sponsors, judges and guests.
   We hope you enjoyed your day. Be proud of yourself for participating in the Communication Arts event. The ability to make public presentations such as you have done today will be valuable for you throughout your life.

2. Please complete the brief survey and leave with us before you leave today.

3. Introduction of judges at the assembly—refer to program

4. Comments from a judge representing each category: demonstrations, illustrated talks, public speaking, interpretive reading, dramatic presentations, short take, broadcast, and commercial.

5. Describe procedure:
   * All participants have/will receive a t-shirt as a gift. Please look at the sponsor list on the program and send thank you notes. Gifts and awards would not be possible without sponsors.
   * One first place winner in each category has been identified by judges in junior and senior divisions. These participants will receive a medal. A few presenters not receiving first place in their category may receive an honorable mention ribbon for outstanding work. Honorable Mention is at the judges’ discretion and may not be awarded in all categories.
   * Senior first place winners and honorable mention in each category will receive a letter containing instructions for attending Extension Youth Conference. Participants receiving this opportunity are encouraged to respond to this information within a few days of receiving it. Contact your home county agent.
   * First place winners in each category in both age divisions may participate in the State Communication Arts event at the Ward County Extension office on Sunday, July 21. Let your local County Extension Agent know if you intend to participate and they will get you registered.
   * Location of photos after assembly. (Do before if waiting)

6. Cloverbud members will receive a participation ribbon.

7. Thank you to those helping with Awards Presentation today. Participants will receive their Evaluation Form, and possibly Medal (for first place), Ribbon (if named Honorable Mention), Certificate (if the District does this), EYC Letter for senior division first place.

9. Thank you to the members, leaders, sponsors, parents, helpers-room hosts, judges, and people responsible for the facility.

10. Adjourn to photos (Take photos of each county’s participants.) and collecting surveys.