

CHAIRING COMMUNICATIONS

So, you've been asked to "chair" 4-H Communications Night! This is a very important job and a learned knowledge of exactly what is expected of you is a must. The chair person assists with ensuring that the communications night runs smoothly - before, during and after the event.

- * Prior to Communications Night, contact the judges. Ask them to share with you a few interesting facts so you can prepare brief introductions. Make sure to ask for their correct name, job, title and background.
- * On Communications Night, arrive early to help set up and to familiarize yourself with the event program.
- * People may ask to speak earlier or later in the program due to another commitment...the communications leader will advise you of any changes, but it will be your job to make the changes on your program to announce to the audience.
- * Check with the judges as to what the procedure should be before moving on between presenters. Often you can proceed with the next presenter when two of the judges are ready.
- * Start the program on time and speak clearly...Remember, this is your communications project and therefore you are being evaluated like the other presenters. Stand up and speak out each time you address the audience.
- * Welcome everyone and invite them to stand to recite the 4-H Pledge. Introduce yourself followed by introduction of the judges. Announce any changes there may be to the program and explain how the event will proceed.
- * Ask for quiet during the presentations. Remind people to turn off all technical devices before the program begins and ask that people only leave and enter the room between presentations, not during.
- * Do your best to maintain order in the program and the room. If something unplanned happens, decide what to do – if it is noisy outside, ask someone to close the door.
- * Assist members with setting up tables or posters for demonstrations.
- * When the judges complete scoring the last presentation, inform the audience that there will be a brief break as the judges deliberate.
- * When the judges return, ask the audience to take their seats. Welcome the judges back and thank them on behalf of the club. Ask the judges to give their comments, and assist (if asked) with the presentation of certificates & seals.
- * Thank everyone for attending and invite them to the next round of competition. Make sure you know the time and place for the next event.