

# **2017 4-H Public Presentations**

## **Saturday, March 4, 2017**



### **Planning Checklist for Parents, Club Leaders & 4-H Members**

#### **□ Select a Topic & Type of Presentation:**

- Select a topic based on individual interests that is appropriate from both the presenter's age and experience level.
- Decide which type of presentation best suits the topic (Cloverbud, Demonstration, Illustrated Talk, Recitation, Dramatic Interpretation, Speech, Horse Communications). \*Experienced 4-H Teen Presenters may choose to take part in a mock college or job interview.

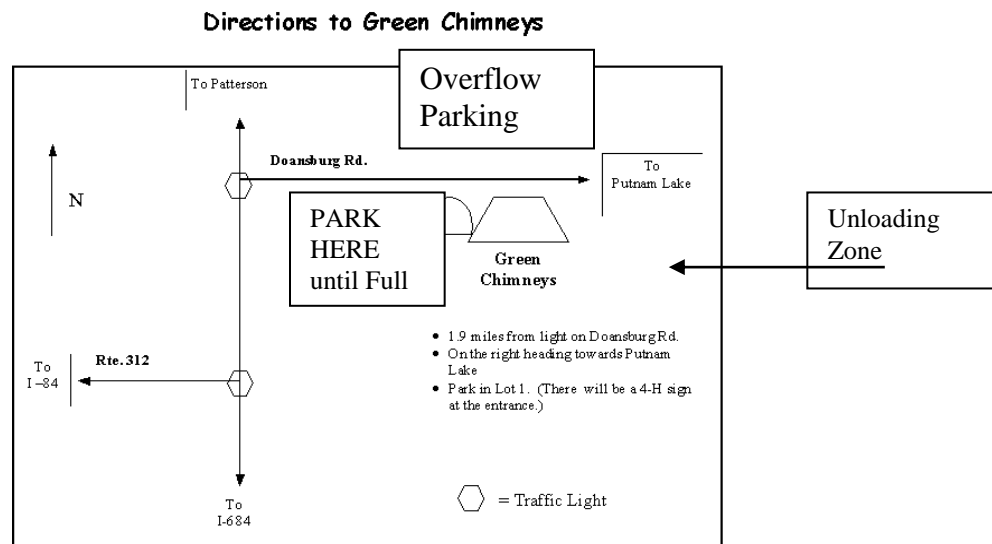
#### **□ Practice, Practice, Practice:**

- Download Sample Evaluation Forms for the type of presentation you selected and Definition of Terms to help you develop and rehearse the presentation. For all planning tools, please go to: <http://putnam.cce.cornell.edu/4-h-youth/4-h-public-presentations>
- Practice in front of an audience at home and at club meetings for members. Critique the member's presentations and help them to improve each time they present.
- When practicing, BE SURE TO ADHERE TO TIME LIMITS - penalties are given at District & State Presentations.
- Please pay special attention to guidelines for "Snappy Introductions" and "Food Demonstrations", and citing your sources.

#### **□ Register (By February 10, 2017):**

- Complete the **Registration online at** [https://reg.cce.cornell.edu/4H\\_Public\\_Presentations\\_2017\\_237](https://reg.cce.cornell.edu/4H_Public_Presentations_2017_237) by February 10<sup>th</sup>
- **Make-up Presentations:** Make-up Presentations are ONLY offered to those youth with extenuating circumstances. If you cannot attend Public Presentations on March 4<sup>th</sup>, please contact the 4-H office about a possible makeup date. Makeups are only offered in cases of illness or educational conflict (SAT's, etc.) (you must still register by February 10<sup>th</sup>)
- **YOUTH & ADULT VOLUNTEERS Needed:** Youth (ages 13+) are needed to serve as Room Hosts and Parent volunteers are needed to assist with Check-In. If you are interested in helping, please contact Dena at [dla25@cornell.edu](mailto:dla25@cornell.edu)
- Submit your presentation on flash drive to the CCE office or email it to [dla25@cornell.edu](mailto:dla25@cornell.edu) no later than Friday, February 24<sup>th</sup> (**Please be sure your name is on the flash drive.** Bring your presentation on a flash drive to the event even if you have emailed me – just in case).

- **The Main Event...Public Presentations - March 4<sup>th</sup>:**
  - **Arrive for Registration at 9:00 a.m:** Check in, find your room assignment & receive your BLANK Public Presentations Evaluation Form. After checking in, complete the information on the top of the form bring the Evaluation Form to your assigned classroom. Upon entering your classroom, give your completed Evaluation Form to your Room Host (if there is no room host in your classroom, please give your form directly to your Evaluator's).
  - **Presentations 10 a.m. - 1 p.m.** (Approximately): All presenters will be assigned to a room where they will give their presentation. As part of the learning process and a courtesy to other presenters, youth are asked to remain in that room until all presentations are done.
  - **After your Presentation - Presenter Check-Out:** Upon completion of all presentations in your assigned classroom – return to the Lobby in the Administration Building to receive your completed Evaluation Form and Award Certificate.
  
- **Cancellations & Weather Concerns:**
  - **Illness:** If a member is registered to make a Presentation and they have to cancel due to illness or any other reason, please call the 4-H Office as soon as possible. It is a courtesy to our Evaluators to let them know in advance if we do not need their assistance. At the time of the cancellation, we can register the member for Make-Up Presentations.
  - **Weather:** If it is necessary for us to postpone or cancel this event due to inclement weather, you can:
    - Call the Extension Office - when the machine answers, dial Extension 24
    - Tune into the following radio stations: WHUD 100.7 FM, B105.5 FM, or WPUT 1510 AM



- Green Chimneys is on Doansburg Road. Going north and south on Route 22 watch for the "Putnam Lake 3 (mile)" sign just prior to the Doansburg intersection.
- Park in Lot 1. To help you, there will be a 4-H sign at Green Chimneys parking lot entrance.)
- Because it's a little bit of a walk to the classroom building where Public Presentations will be held, there will be 4-H signs to guide you.

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