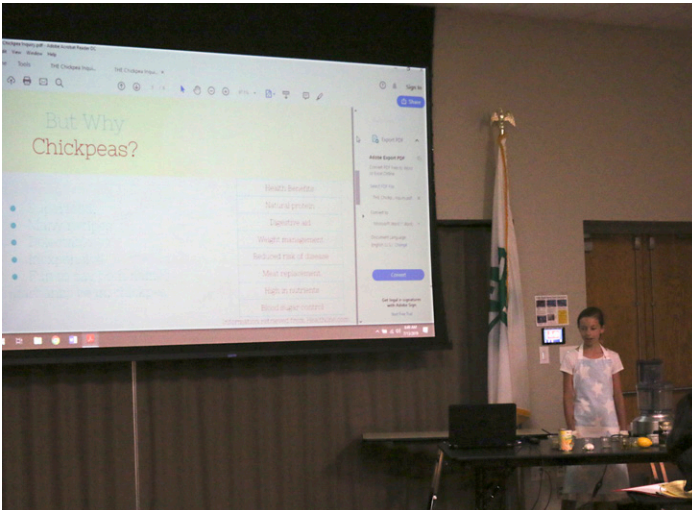




# 4-H Presentations Contest — Procedures and Guidelines



Presentations provide 4-H'ers the opportunity to learn to express themselves clearly and convincingly, organize their ideas and present them in logical order, research subjects, have confidence in themselves and emphasize the major points through the use of visuals or examples.

Contest is open to all 4-H'ers ages 8–18 (by January 1 of the current year) — need not be enrolled in a specific project. There are now three age divisions:

- Junior division — 8-9 years of age
- Intermediate division — 10-13 years of age
- Senior division — 14-18 years of age

## Contest Held July 11

Contest will be held on Saturday, July 11 beginning at 8:30 a.m. at Lancaster Extension Education Center, 444 Cherrycreek Road, Lincoln. Time slots will be assigned in advance, however, the 4-H'er may indicate a time preference when they register.

## Register by July 6

Register by calling 402-441-7180 and providing youth name(s), age(s) by Jan. 1 of current year, presentation title, class number and time slot preference. Specify if it is a team presentation.

**All presentations must be related to 4-H, the member's 4-H experiences, or 4-H project related.**

**To be considered for State Fair participation,** 4-H'er must be age 10–18 by Jan. 1 and their 4-H Presentations must be related to how the 4-H youth is learning about one (or more) of the following through their 4-H experiences or 4-H projects:

- Career and college readiness
- Community development
- Entrepreneurship
- Food supply confidence
- Healthy living
- Leadership development
- STEM (science, technology, engineering, math)

**Note, this list replaces the information published in the Lancaster County 4-H/FFA Fair Book.**

## HELPFUL RESOURCES



Two YouTube video examples, "4-H Presentations: Presentation Using Audio Visual - Example 1," and "4-H Presentations: Presentation Using Audio Visual - Example 2" is online at <http://lancaster.unl.edu/4h/Fair>.

## Presentation Classes

There are several classes in which 4-H'ers may present:  
**Illustrated Presentation (class B151113)**

- An Illustrated Presentation is a live presentation given by an individual or a team of two with a formal talk where youth will use visual aids (such as props, posters, computer-based visuals, handouts, video, etc.) to show and tell others how to do something.
- Time Limit: 6–8 minutes individual, 8–10 minutes team.
- The State Fair top six outstanding presenters will be given a \$50 cash award. Cash awards are not given at the county level.

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### **Illustrated Presentation, Special Topic: Nebraska Agriculture (class B151114)**

- An Illustrated Presentation is a live presentation given by an individual or a team of two with a formal talk where youth will use visual aids (such as props, posters, computer-based visuals, handouts, video, etc.) to show and tell others how to do something.
- Time Limit: 6–8 minutes individual, 8–10 minutes team
- The State Fair top two outstanding presenters will be given a \$50 cash award.

### **Illustrated Presentation, Special Topic: Nebraska Agriculture, Food Preparation (class B151115)**

- An Illustrated Presentation is a live presentation given by an individual or a team of two with a formal talk where youth will use visual aids (such as props, posters, computer-based visuals, handouts, video, etc.) to show and tell others how to do something.
- Time Limit: 6–8 minutes individual, 8–10 minutes team
- The State Fair top two outstanding presenters will be given a \$50 cash award.

### **Teaching Presentation (class B152001)**

- A Teaching (Trade Show Exhibit) Presentation given by an individual (no teams) is a live, interactive trade show style presentation where youth will continuously engage a constantly-changing/moving audience for 30 minutes by showing and telling them how to do something while answering questions.
- Judge occasionally stops to view presentation, ask questions, and observe audience engagement.
- Time Length: 30 minutes individual and team.
- The State Fair top two outstanding presenters will be given a \$50 cash award.

### **Teaching Presentation, Special Topic: Nebraska Agriculture (B152002)**

- A Teaching Presentation given by an individual or a team of two is a live, interactive trade show style presentation where youth will continuously engage a constantly-changing/moving audience for 30 minutes by showing and telling them how to do something while answering questions.
- Judge occasionally stops to view presentation, ask questions, and observe audience engagement.
- Time Length: 30 minutes

**B152002 is no longer a State Fair class as was published in the Lancaster County 4-H/FFA Fair Book.**

### **4-H FilmFest (Digital Video) (class B153001).**

The 4-H FilmFest is the display of a digital video given by an individual or a team of two that shows the recording, reproducing, and broadcasting of moving visual images. Youth will provide a 1-minute oral introduction (name, background/goal of presentation, intended audience, where presentation could be shared, etc.) followed by the showing of their Digital Video. The only file formats that will be accepted include: .mp4, .mov, or .avi.

The video may include photos, clip art, animation, text, and/or audio/sound. Any freeware/software program may be used to create the presentation. The following Digital Videos may be entered:

- Video Public Service Announcement: A short video that communicates an educational message focused on a cause, activity, or event (Length: 60 seconds).
- Narrative: A video that tells a fact or fiction story (Length: 3–5 minutes).
- Documentary: A video that presents factual information about a person, event, or process (Length: 3–5 minutes).
- Animation: A video created by techniques that simulate movement from individual images (Length: 3–5 minutes).

The State Fair top two outstanding film producers will be given a \$50 cash award; if awarded to a team, the cash award will be divided among the team members.

## **Presentation Rules**

Presentation topics must be related to 4-H, the member's 4-H experiences, or 4-H project related. Enrollment in the project area in which the participant is making a presentation is not required.

Presentations must include an introduction (the “why” portion of the topic), a body (the “show and tell” portion of the topic), and a conclusion/summary (the “what” portion of the topic).

Participants may be penalized if they exceed the time limits. Live animals of any kind may be used in the presentation.

## **Attire**

If possible, participant's attire should correspond with their presentation (be creative!). Otherwise, 4-H attire is encouraged. Participants may come dressed or change in one of the restrooms. When presenting at the State Fair, each participant is required to wear the 4-H chevron, 4-H emblem or 4-H shirt during their presentation.

## **At the County Contest**

Participants are asked to arrive at least 15 minutes prior to their assigned time. The following equipment will be provided: tables, an easel, PC compatible computer (including the following software: Microsoft Windows Media Player, and Microsoft PowerPoint 2016), a multimedia projector and projector screen. Computers can plug into the room's speaker system — audio cord is provided. Presenters using computer-based visuals may bring files on a USB drive or before the contest, ask Kristin at [kristin.geisert@unl.edu](mailto:kristin.geisert@unl.edu) how to upload your file to a special online Box folder. Custom fonts downloaded from the Internet may not show up correctly on PowerPoint — it is best to use basic system fonts. Participants may also provide their own computer or other equipment as needed, which may contain different software programs and fonts.

Family or friends may help 4-H members set up for their presentation (and give last minute encouragement).

Family and friends are invited to watch 4-H members' presentations. Note: once a presentation has started, doors are closed and no one may enter until the presentation is finished.

After a presentation, the judge may ask questions and then share comments with the presenter.

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## State Presentations Contest

Top presenters ages 10–18 at the county contest will be selected to participate in the state contest held during the Nebraska State Fair.

One 4-H'er or a team from Lancaster County in Illustrated Presentation will be nominated to participate in the State Premier Presenter Contest, a special contest for the best of the best. Participants must be ages 12 & up. Each participant will receive a \$50 cash award if they give their presentation at the Nebraska State Fair. A \$100 cash award will be given to the State Fair top four outstanding presenters.

Presentations that were given at other state 4-H Contests (for example, State 4-H Horse Stampede Demonstration Contest) or that are entered as another fair exhibit (for example, a computer slideshow presentation in 4-H Engineering Department), are not eligible to compete in the State Fair 4-H Presentations Contest.

## Presentation Static Exhibits

There is no static exhibit component of the Presentations Contest. However, there are three computer exhibits which use presentation software:

- Produce a Computer Slideshow Presentation — Unit 2
- Produce an Audio/Video Computer Presentation — Unit 3
- How to STEM (Science, Technology, Engineering and Math) Presentation — Unit 3

These exhibits do not require the presence of the exhibitor. See Lancaster County Super Fair Book page 38.

## Additional Information

If you have any questions about the Presentations Contest, please contact Kristin at 402-441-7180.

Nebraska 4-H has additional Presentation Resources online at <http://4h.unl.edu/presentation-contest>

Nebraska 4-H scoresheets are posted online at <http://4h.unl.edu/fairbook/communications-expressive-arts/communications>

# Steps in Developing a Presentation

In a presentation, you teach by showing and explaining things. You can:

- demonstrate how by doing it (a demonstration),
- tell how with the aid of visuals (an illustrated talk),
- or use a combination of demonstrating and telling.

The 4-H FilmFest presentation is digital video and only requires a 1-minute introduction by the participant. This is a form of visual story telling.

Choose the presentation style and method which best fits you and your topic. There is not just one right way for preparing and giving a talk or demonstration; however, the following steps may be helpful.

*Note: While adult support is encouraged, any presentation should be the work of the 4-H member.*

## Select a Topic

Select a subject you know something about and one that lends itself to showing “how to” make or do something, perhaps a hobby or something you like to do. Examples are sewing or woodworking. **Consider topic areas which qualify for the State Fair contest (see box on page 1 of this handout).**

Narrow down the subject to a topic which covers only one process, thought or idea. Examples are types of seams or steps for a natural wood finish. Avoid trying to include too much material.

Once the topic has been selected, research it. Find out the most accurate and up-to-date information.

## Develop a Title

Most effective titles are short, descriptive and catchy. A title should suggest the presentation subject without

telling the whole story. “Mixing Paints” might be the subject, but a more interesting title is “A Rainbow at Your Fingertips!”

## Develop an Outline

There are three main parts of a presentation: an introduction, body and conclusion.

**Introduction** — Get the audience’s attention! Your opening should be interesting, original and clever, but keep it brief to save time for the main body of your presentation. Tell who you are, what you are presenting and why it is important to you and to your audience. Is it a money saver, a time saver, or just what value does it have? A quotation, question, illustration, unusual statement, startling facts, story or poem could be used. Sometimes it is advisable to show your finished product here for the audience to understand what you are going to make or do.

**Body** — This is the most important part! This is where you go through the steps in the “How to” process. Show each step in a logical order. As each step is presented, tell what you are doing and why the method is being used.

**Conclusion** — This is the summary part. Review the important points of the presentation. Repeat the ways this topic can be valuable. The summary should be brief. The conclusion is an excellent time to tell the audience where you obtained your information and cite your references. (If appropriate, you could do so in the main body.)

Finish your presentation with a closing statement like “I hope you will try this new recipe” or “You too can have a happy, healthy dog if you...”

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## **Assemble Your Equipment**

If you are going to demonstrate how to do something, gather the tools and supplies you will need to do the job. Limit your supply to what you actually need to use. When practical, use transparent equipment to permit the audience to see the material or process (such as transparent mixing bowls). Keep hand or paper towels handy to use if needed.

Some presentations pose special problems, such as a long waiting interval in baking rolls or painting furniture. In this case, it may be best to have material in several stages of completion to show all steps of the process.

## **Prepare Visual Aids**

Use visual aids such as posters and PowerPoint slides to emphasize main points. Make sure to include key information such as the ingredients of a recipe, the lumber dimensions for a nail box or the main steps in trimming a lamb.

You can use your outline to serve as the text of your visual aids. The first visual aid should be your title, and the last one should be your summary.

Visual aids should be attractive, brief and clear. Strive for one main point per visual. Use colors which are vivid and stand out. Use images (photographs, illustrations, charts and video) to enhance your message.

Lettering should be large, bold and dark enough to be seen by the audience. Posters should have lettering at least 1-1/2 inches in height — if you use stencils, fill in the gaps. In electronic presentations, use 28 point text or larger. The use of UPPERCASE letters should be limited to titles, headings or where you want to make a point.

## **Tips for PowerPoint**

Lincoln City Libraries have PowerPoint on their computers and sometimes offer a PowerPoint class. For a current schedule, go to [www.lincolnlibraries.org](http://www.lincolnlibraries.org) or call your library. Helpful tutorials are also available on YouTube.

## **Set the Stage**

Keep equipment or supplies away from the front of your presentation space so the audience can see what you are doing. Arrange equipment or supplies not needed immediately on a second table behind the presentation table. Group equipment as much as possible using trays to make it easier to locate and move.

Posters or other visual aids should be on an easel placed to one side. Show posters and slides just for the time or idea needed. Take them down when they do not add to your message. Putting up visuals before they are needed will distract the audience.

During your presentation, it is acceptable to refer to notes — discreetly use note cards or a sheet of paper.

## **Writing a Script**

You may choose from two ways to expand your outline into a complete presentation:

- 1) write down in detail what you plan to say (this is called a script) and memorize the talking part,
- 2) or use your own words and avoid memorizing — if you know how to do each step in the presentation, you can make the talk fit your actions.

In a demonstration, there should not be long periods of “doing” without talking — neither should there be long stretches of speaking without any “doing.” Balance what you are “doing” with what you are “saying.” Note: Do not try to talk over the noise of a loud motor such as a mixer or drill.

## **Prepare to Answer Questions**

After your closing statement, ask the audience if there are any questions. Questions should be repeated or paraphrased before answering. Answer with complete statements, not with “Yes” or “No.”

If there is a question you can't answer, it is acceptable to respond “I'm sorry, I don't know the answer. Would you like for me to find the answer and contact you?”

When no more questions are asked, thank the audience and invite them to sample or inspect the finished product.

## **Team Presentation**

When giving a team presentation, divide the material so each person has about the same amount to say and do. The member doing the demonstrating should also be doing the talking. The other team member(s) should be standing back and watching the presentation. Shifts between speakers can be done without calling attention to the shift or by finding smooth ways such as “Brenda will now show you how...”

If questions are asked that are not directed to an individual team member, then one team member needs to be prepared to answer the question. The next question should be answered by the partner.

## **Practice, Practice, Practice**

Practice your presentation again, and again, and again! How will you handle the materials as you show them? Where will you place them when you put them down?

Talk to, not at, the audience. Practice talking in complete sentences. Avoid trailing off in the middle of a thought. Practice in front of a mirror or use a video camera so you can see how your presentation looks. Practice in front of other people and ask for feedback.

If you have problems with some parts of your presentation, rework it until it goes smoothly.

## **Remember to Have Fun!**

The 4-H judges and people in the audience want you to succeed. Try to relax and enjoy yourself!







## TEACHING (TRADE SHOW EXHIBIT) PRESENTATION

SF66

### SCORESHEET

Division 152 | Classes 001, 002, 003

Presentation Title: \_\_\_\_\_

Name: \_\_\_\_\_ Age (must be 10 years old on January 1): \_\_\_\_\_ Co. Exhibitor #: \_\_\_\_\_

Name: \_\_\_\_\_ Age (must be 10 years old on January 1): \_\_\_\_\_ Co. Exhibitor #: \_\_\_\_\_

4-H Educational Priority:  Science  Healthy Living  Citizenship  Agricultural Literacy

Time Limit: Individual (6-8 minutes), Team (8-10 minutes)					
Category	White	Red	Blue	Purple	Comments
<b>1. Introduction (10%)</b> <ul style="list-style-type: none"> <li>Attention getter is used to attract audience to space</li> <li>Importance and purpose of subject established</li> </ul>					
<b>2. Subject Matter (20%)</b> <ul style="list-style-type: none"> <li><b>Presentation clearly relates to how 4-H youth is learning through 4-H experiences or projects.</b></li> <li>One central theme</li> <li>Information accurate, complete, and practical</li> </ul>					
<b>3. Presentation (30%)</b> <ul style="list-style-type: none"> <li>Visuals appropriate and attractive</li> <li>Action easily viewed by audience</li> <li>Good balance of audience interaction and showing/telling</li> <li>Voice(s) clear and understood, diction</li> <li>Logical sequence</li> <li>Work and talk coordinated</li> <li>Supplies and equipment coordinated</li> <li>Work area neat, orderly and organized</li> <li>Good teamwork (if applicable)</li> <li>Stayed within time limit</li> </ul>					
<b>4. Originality (5%)</b> <ul style="list-style-type: none"> <li>Unique and current topic</li> </ul>					
<b>5. Audience Interaction/Engagement (15%)</b> <ul style="list-style-type: none"> <li>Selected topic engages audience</li> <li>Information appropriate for age levels visiting presentation area</li> <li>Audience is learning something new</li> <li>Respect is shown to everyone who approaches presentation area, regardless of age, gender, race, etc.</li> </ul>					
<b>6. Appearance (5%)</b> <ul style="list-style-type: none"> <li>Grooming, cleanliness</li> <li>Appropriate attire</li> <li>Enthusiastic</li> </ul>					
<b>7. Questions (5%)</b> <ul style="list-style-type: none"> <li>Responded to questions accurately, promptly, and in a friendly and encouraging manner</li> </ul>					
<b>8. Conclusion/Summary (10%)</b> <ul style="list-style-type: none"> <li>Major points emphasized as audience leaves presentation area</li> </ul>					
<b>Total Score:</b> _____ /100 points <span style="float: right;"><b>(Circle) Ribbon Placing:</b> White Red Blue Purple Top Presentation</span>					
<b>Overall Comments:</b> _____					



## DIGITAL VIDEO – 4-H FILMFEST

SF67

### SCORESHEET

Division 153 | Classes 001

Presentation Title: \_\_\_\_\_

Name: \_\_\_\_\_ Age (must be 10 years old on January 1): \_\_\_\_\_ Co. Exhibitor #: \_\_\_\_\_

Name: \_\_\_\_\_ Age (must be 10 years old on January 1): \_\_\_\_\_ Co. Exhibitor #: \_\_\_\_\_

4-H Educational Priority:  Science  Healthy Living  Citizenship  Agricultural Literacy

Time Limit: Video Public Service Announcement (60 sec), Narrative (3-5 min), Documentary (3-5 min), Animation (3-5 min)					
Category	White	Red	Blue	Purple	Comments
<b>1. Introduction (5%)</b> <ul style="list-style-type: none"> <li>Oral introduction provides necessary information for understanding the background/goal of film, the intended audience, where the film could be shared, etc.</li> <li>Importance and purpose of subject established</li> <li>Attire of filmmaker appropriate</li> <li>Filmmaker enthusiastic</li> </ul>					
<b>2. Subject Matter (15%)</b> <ul style="list-style-type: none"> <li><i>Film clearly relates to how 4-H youth is learning about science, healthy living, citizenship, or agricultural literacy, through 4-H experiences or projects.</i></li> <li>One central theme</li> <li>Information accurate, complete, and practical</li> </ul>					
<b>3. Pre-Production (25%)</b> <ul style="list-style-type: none"> <li>Story understandable</li> <li>Film sequence organized</li> <li>Script and narrative purposeful</li> <li>Subject intriguing/captivating for intended audience</li> </ul>					
<b>4. Production (25%)</b> <ul style="list-style-type: none"> <li>Visual images displayed slowly, steadily, and smoothly</li> <li>Audio levels of music and voice at appropriate volume</li> <li>Lighting used purposefully</li> <li>Variety of camera angles used</li> </ul>					
<b>5. Post-Production (25%)</b> <ul style="list-style-type: none"> <li>Effective and appropriate transitions, graphics, or animations</li> <li>Material is original, copyright free, or used with permission of creator of the work</li> <li>Film editing software knowledge and skills evident</li> <li>Stayed within time limit</li> </ul>					
<b>6. Questions (5%)</b> <ul style="list-style-type: none"> <li>Responded to questions accurately and satisfactorily</li> </ul>					
<b>Total Score:</b> _____ /100 points <span style="float: right;"><b>(Circle) Ribbon Placing:</b> White Red Blue Purple Top Presentation</span> <b>Overall Comments:</b>    					