

## 2021 District Communication Arts Event Information

Thank you for coordinating and hosting the district event for the Communication Arts program. While we are hoping these events can be held in person, districts have the option to provide this contest opportunity virtually if your situation dictates as you follow the guidelines of NDSU, the state of North Dakota, and the CDC. We are planning for an in-person state event at the North Dakota State Fair on Sunday, July 25. Your efforts to make this situation a positive event for 4-H members and their families is appreciated.

Most of this information is also applicable to a county event. Evaluation forms for each category are available on the Center for 4-H website.

[https://www.ndsu.edu/4h/member\\_information/programs\\_events/state\\_4\\_h\\_contests/communication\\_arts/](https://www.ndsu.edu/4h/member_information/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 three pages)
- 2.District Communication Arts Event Judges Orientation (pages 4 and 5)
- 3.District Communication Arts Event Awards & Recognition Presentations (page 6)

Please ask 4-H contacts in your district to use the District Communication Arts County Registration forms on the website and request they return completed forms or the information from the forms via email to you by a date that meets your deadline for arrangements for the District Communication Arts event.

Be prepared to provide an orientation for the judges. Page 4 of this file has some suggestions for judges.

All youth should have the signed photo release waiver in their county as part of their 4-H participation. Counties should check that detail before sending the registration to the host.

We will send a box prepared for each district with first place medals, maroon honorable mention 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 regarding Extension Youth Conference. Let Holly know the expected number of shirts, medals and ribbons your district will need on the form from this web page:

[https://www.ndsu.edu/4h/member\\_information/programs\\_events/state\\_4\\_h\\_contests/communication\\_arts/](https://www.ndsu.edu/4h/member_information/programs_events/state_4_h_contests/communication_arts/)

Hosts: please send the following information to the Center for 4-H Youth Development (Attention: Holly) following the District Communication Arts Event:

- 1) A copy of your program/list of all participants' names, age division and categories with the first place and honorable mention recipients identified. Please draw one line through those who scratch (do not participate)
- 2) A list of judges and extension staff that assisted at your event

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.

We may have an event evaluation to share with your district participants after the event.

## **Information for Hosting a District Communication Arts Event**

### **Things to Consider and Do Prior to the Event if the event can be held in person**

- 1) Secure facility (school, church, community building, with enough rooms to conduct the event).
- 2) Reserve rooms based on number of expected presentations.
- 3) Arrange for equipment.
- 4) All areas need - room signs, identifying categories and participants (post outside of the room).
- 5) Mass Media participants may need to arrange space according to their "commercial".
- 6) Impromptu speeches prep includes file cards and pencils for their use and a room for prep.
- 7) Public speaking may use a podium (use of a podium is not required).
- 8) Mass Media presentations to simulate radio or television may need to be staged to provide that type of environment. For example, you can have microphone prop; or set up a display board with fabric over it to resemble a radio booth.
- 9) Demonstration rooms need a table or desktop, easel for posters, a second table behind demonstrator is helpful.
- 10) Food demonstrations may require access to kitchen facilities for preparation.
- 11) Electronic presentations will need computer/projector and equipment to play media.
- 12) Invite sponsors to attend event, judge, and/or help distribute awards at close of event.
- 13) 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.
- 14) Provide each judge with PA800 and evaluation forms for each participant they are judging. For 2021 judges may choose separate first place awards for these categories:  
Speech – separate awards may be chosen for Prepared speech and Impromptu speech.  
Mass Media – separate awards may be chosen for Broadcast and Commercials  
Electronic – separate awards may be chosen for Video and Other (website design or software).
- 15) Assign a host to each room. Consider asking volunteers or teen leaders. Room hosts for district events may be from any county. Perhaps each county can provide one of the hosts. In person 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.
- 16) Collect registrations and set up schedule (time and room).
- 17) Prepare a program schedule for the day. The program/schedule should include name of presenter, county, category, and name of presentation. Send a copy to each county before the event. Provide a copy to the NDSU Center for 4-H Youth Development with the results (first place, honorable mention, and scratches) after the event.

### **Things to Do Prior to the Event if the event is conducted in person or virtually**

Review the items above, however these will pertain to your role if the event is held over Zoom

- 1) Impromptu speeches – a topic will need to be provided to the contestant 15 minutes prior to their presentation scheduled time.
- 2) Find and assign judges, or (for district events) request from all counties participating to provide one or more judges as appropriate.
- 3) Provide the judges with PA800 and evaluation forms for each participant they are judging.
- 4) Assign a host to each room. For virtual contests using Zoom, each room host will need a zoom account. For in person events, consider asking volunteers or teen leaders. Room hosts for district events may be from any county. Zoom hosts will allow viewers into the Zoom, between presentations, introduce the presenter, keep track of time for each presentation. Virtual room hosts using Zoom will test system with judges and presenters, mute and turn off video for all participants except the presenter and judges, introduce the presenter, and keep time of the presentation.
- 16) Collect registrations and set up schedule (time and room).
- 17) Prepare a program schedule for the day. The program/schedule should include name of presenter, county, category, and name of presentation. Send a copy to each county before the event. Provide a copy to the NDSU Center for 4-H Youth Development with the results (first place, honorable mention, and scratches) after the event.

### **During or Before the Event**

- 1) Coordinate or lead a short orientation for the judges. (see the next page)

### **During or After the Event**

- 1) Coordinate awards presentations (introductions, thank you, photos).
- 2) Provide a program or list of all participants which includes county, category, title of presentation, and mark those placing first, honorable mention, or were scratched from the event. It is important we can collect total participation information for future program planning and reports for the sponsors. Email this information to [holly.halvorson@ndsu.edu](mailto:holly.halvorson@ndsu.edu) in the NDSU Center for 4-H Youth Development as soon as possible following the event.
- 3) Follow up with appropriate thank you notes to judges, facility and sponsors.

### **State Communication Arts Event**

As of today, we are still planning for a Communication Arts State Event to be held Sunday, July 25, 2020 starting at noon in the North Dakota State Fair Center in Minot. Junior and Senior division first place participants in each category from each District contest may present/exhibit their winning presentation at the NDSF Communication Arts event. Top 5 place winners will be selected at the state contest.

## 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 our 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:

- Help participants develop communication skills used throughout a lifetime
- Provide participants with practice gathering and organizing information, equipment and props for public presentations
- Provide participants with an opportunity to practice their skills before a group
- Help participants develop confidence in making public presentations

Please select a first place participant in each category. If there is only one participant in a category, it is first place. You may recognize one or two participants that deserve additional recognition with honorable mention (those under consideration for first place). Please do not think about honorable mention as second place but rather as outstanding presentations which did not receive first place.

**EYC:** First place and honorable mention participants in the senior division have had an opportunity to attend Extension Youth Conference (EYC). That will continue this year with program sponsors covering the registration fee for EYC.

**NDSF:** First place participants in both senior and junior division may choose to participate in the state Communication Arts event at the North Dakota State Fair in July.

Every participant at the district event will receive a t-shirt. Medals will be 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 impromptu speeches which are 1 to 5 minutes for junior division and 2 to 5 minutes for senior division. Mass Media commercials are 1 to 3 minutes for all ages. Senior division Fish Tank is 5 to 15 minutes.

For categories in which public questions are asked: ask each presenter 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 a moment 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!
- Evaluation sheets will be return to the participant. Write constructive comments which will help the participant improve. Highlight the things they did well.
- 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.
- We 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

If the event is being held virtually, either through Zoom or videos, award announcements will be sent through email or a follow-up Zoom. T-shirts for all participants, and ribbons or medals may be mailed or presented at a later date – such as a county awards event. Add other appropriate information/announcements as needed. Recognize sponsors.

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

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. Your ability to make public presentations will be valuable for you throughout your life.
2. If a survey is available, please ask participants to complete the brief survey before they leave today. Collect and send to the Center for 4-H Youth Development.
3. Introduce the judges, room hosts, and other key personnel at the assembly, refer to program.
4. Comments from a judge representing each room or category: demonstrations, illustrated talks, speech, interpretive reading, drama, mass media, electronic, Fish Tank, and Cloverbud.
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 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 county Extension agent to let them know you want to attend EYC.  
  
\*First place winners in each category in both age divisions may participate in the State Communication Arts event at the North Dakota State Fair on Sunday, July 25. Let your County Extension Agent know if you intend to participate. They will get you registered through FairEntry.  
  
Cloverbud members will receive a participation ribbon.
6. Announce where pictures will be taken after assembly. (If waiting, take photos before awards)
7. Thank you to those helping with Awards Presentation today. Participants will receive their Certificate (if the District does this), Evaluation Form, t-shirt, and if awarded, a medal for first place, or ribbon if named Honorable Mention. Senior division first place will also receive information about registering for Extension Youth Conference.
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.