Colusa County 4-H Presentation Day Script & Checklist

Procedures Starting Checklist:

☐ Share PowerPoint
☐ Enable Share Screen for all participants
☐ Greet each evaluator
☐ Greet each presenter
☐ Start on time
☐ Read the Introduction Script (Page 2)
☐ Stop sharing screen

At the Beginning of Each Presentation
☐ Introduce the presenter
☐ Wait on mute, make sure the audience stays quiet, mute them as needed

After Each Presentation
☐ Thank the presenter
☐ Remind evaluators to turn off their video while they complete the score sheets.
Wait for evaluators to turn their video back on.
☐ Let the next presenter know, they are next and let them know to get ready.
☐ Ask evaluators if they are ready for the next presenter once their video is back on.

After All Presentations Are Done
☐ Read the Conclusion Script.

Introduction Script

I would like to welcome everyone to our Virtual State 4-H Presentation Day session.

My name is _____ and I am one of the room's Evaluators. We have two/three evaluators in the room, and they are (read names from confirmation email:

_____

_____

_____

The presenters today are (read the list of presenters in the confirmation email)

At this time, I would like to go over some etiquette rules:
1. No cuing or prompting from parents or audience. Participants will be marked down if there is audience participation, so please be careful.
2. There should be no talking, whispering, or comments during presentations, you should be muted if you are not presenting or an evaluator asking questions.
3. Be respectful of presenters and stay engaged.
4. To mute/unmute yourself on the computer using a short cut, toggle alt+a.
5. Evaluators are the only ones allowed to ask questions with presentations that allow questions.
6. Evaluators: you should time presentations on your own.
7. While evaluators are evaluating presentations, they will turn off their video, and turn it back on once they are ready for the next presentation.
8. You all are more than welcome to clap at the end of the presentations.
9. If you have a question at any time, you can send me a private chat in the chat pod.

We truly thank you for being understanding that we are trying to offer the presenter the best opportunity for a successful, medal winning presentation!

Conclusion Script

Seeing that everyone has completed their presentations, this concludes the presentations. Your evaluation forms will be emailed to you later in February. Certificates and pins will be given to your Community Club Leader later in February as well.

A very special **THANK YOU** to the evaluators for all their hard work and for taking time out of their schedule to be here today.

I also would like to congratulate all participants on a job well done.

Have a great day!