

Rainbow Craft Field Day – Presentation Pointers

Some reminders and pointers to keep in mind as you are putting the finishing touches on your craft and presentation.

Remember that this is a **demonstration/illustrative talk** evaluation. There are certain requirements for it. The presentation manual has good information, page 16 has info specifically for this style of presentation: <http://4h.ucanr.edu/files/2193.pdf>

Presentation Type	Posters and Slides	Visual Aids	Length	Number of Presenters	Questions Asked?	Note Cards	References
Demonstration / Illustrated Talk	Minimum 3	Yes	3-15 minutes	1 to 3	Yes	No	Yes

Be sure to look over the presentation evaluation sheet

here: <https://ucanr.edu/sites/Butte/files/342714.pdf>

The evaluation sheet for the craft is here: <https://ucanr.edu/sites/Butte/files/360544.docx>

Both of these forms will be used in the evaluation.

Tips of what you should be sure to include in a presentation:

- You should have **visual aids** for this type of presentation - examples are: your craft, a list of tools (or pictures of the tools, or bring the tools/supplies and lay them on the table), step by step instructions, costs, how the craft could be used, references (anything from learned in school, to watched a video, or Grandma showed me).
- **Don't use note cards**, if you are having trouble remembering part of your presentation, turn it into a visual aid! It's ok to reference your visual aids and look at them during your presentation.
- **Attire** - for any type of presentation, you should wear a white shirt, 4-H hat, scarf/tie and either white pants or nice jeans. If your presentation has a theme, it's ok to dress with the theme, but reference that you've done that so your evaluator is sure to catch on.
- Be sure your presentation has 3 parts - an **introduction, body and conclusion**. Tell me what you're going to tell me - tell me - then tell me what you told me.
 - **Introduction** has 3 parts
 - an opening device or 'hook'. Something to get your audience's attention like, "Do you have a favorite memory with your Grandma? Mine is learning how to crochet with my Nana at the holidays. Hi, my name is ..."
 - personal introduction in 4-H format: "Hi my name is _____, I am _____ years old, and this is my _____ year in (club name) 4-H".
 - introduce the topic: "today I'm going to show you how to crochet a sock out of yarn".

- **Conclusion** has 3 (4) parts
 - summarize the topic: "today I showed you how to crochet a sock out of yarn".
 - memorable impression: "I hope you you'll try this craft and enjoy it as much as I do".
 - Invite questions: "Can I answer any questions?"
 - Closure: "If there are no further questions, this concludes my presentation".
Just helps your evaluators know you are done (put a bow on it!)
- Your evaluators should ask a few questions about the process. Something like, what's your favorite part of doing this? What is hard for you? or they may prompt you to speak about something you might have missed talking about in your presentation, like cost. Try to have an answer, but if they ask you something you don't know, it's ok to say, "I don't know, but I'd like to look that up and get back to you". When you are in a personal setting with evaluators right in front of you, you do not have to use the formal question format of "The question has been asked: xyz...", but it is a good idea to incorporate the question in your answer. Something like, "the total cost of putting this together was \$20", instead of just saying, "\$20".
- As you become a more proficient presenter, it's good to work on the mechanics of presenting like holding eye contact with your audience, having good tone/projection of your voice, and body control (minimizing the 'wiggles', hand wringing, shifting feet, etc)

Tips for what to include in your presentation regarding your craft.

- Why you chose this craft
- Supplies & tools needed to do it
- Cost of the supplies (a total, you don't need to itemize each thing)
- Safety tips
- Step by step of how the craft is made
- Bonus: What you liked, what was hard to do
- Bonus: What you might do differently next time