

OFFICIAL PROCEDURES FOR THE DAY
***WEST DISTRICT 4-H ACTIVITY DAY SCHEDULE**
Person-In-Charge (PIC) of PRESENTATION CATEGORY

9:00 AM

Pick up Presentation Package at the site of Judges Orientation

*** Review Presentation program procedures and the day's schedule before arriving at the Judges Orientation**

Package will contain the following items:

- Nametags & Judges Ribbons
- One Pink Copy of the "Official Decision Sheet" for each age division and category your group will judge
- Blank age appropriate score sheets
- Green participant ribbons - to be given out at the conclusion of each youth presentation
- Calculators

9:30 AM

Judges Orientation Begins

Please arrive on time with your judges

- Program overview
- Category specific rules
- Procedures for the day
- Questions & answers

10:30 AM

Competition Begins

- Introduce yourself and your judges

- If more than one category is being conducted in the room, announce the category order of competition. Example: Safety 9-10; 11-13; 14 and the Electric 9-10; 11-13; 14-18. It is recommend that you start with the category you have all registered participants in attendance. On occasion we do have county delegations that arrive late due to unforeseen circumstances. If your room is missing several registered participants please have your Host or Hostess check with the Awards Processing room before concluding a category.

- Participants are allowed to sign-up in the order they wish to compete thus, please do not change the order of presentations. Honor the sign-up sheet order.

- Announce the time for participants to return to the room for the judges critique session. A general critique session should be held at the conclusion of the day's competition (not a category area).

- Begin Presentation Competition

- Present the Green Participant Ribbons to each participant at the conclusion of his or her presentation. If you need more ribbons or score sheets please ask your Host or Hostess to secure them from the Awards Processing Room.
- At the conclusion of each category and its divisions, please have the judges make a decision on the winners. Double-check your judge's math. Immediately, complete the Pink Decision Card and ask the Host or Hostess to bring it to Awards Processing. Be sure to have all the judges sign the Decision Form. **DO NOT WAIT TILL ALL COMPETITION IS COMPLETED AND THE JUDGES HAVE CRITIQUED PRESENTATIONS TO REPORT WINNERS TO AWARDS PROCESSING.**

Following competition of competition

- Congratulate the young people for participating and the work they have accomplished. Critique the presentations as a whole (General Critique). Please give constructive criticism and offer practical and sound examples for how the presentations could be strengthened. **DO NOT ANNOUNCE WINNERS OR RUNNERS-UP.** Winners will be announced during the Awards Assembly.
- ALL PERSONS-IN-CHARGE should return their judging packages to the Awards Processing room. All forms should be returned to Awards Processing regardless of participation. These forms are kept as a double check for category number counts. **PLEASE DO NOT LEAVE THE SITE UNTIL YOU HAVE CHECK WITH THE COORDINATING SPECIALIST AND ALL NEEDED MATERIALS ARE TURNED IN.**

1:45 PM Awards Assembly

- Announcement and presentation of District Winners and Runner-ups.

* West DAD operates on a modified schedule – start time is later due to travel considerations for participants.

THANKS FOR YOUR PARTICIPATION. WE APPRECIATE YOUR TIME AND EXPERTISE!