

EASTERN REGION

PUBLIC SPEAKING

COORDINATORS

PACKET

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PUBLIC SPEAKING MULTI-COUNTY GROUPS BY YEAR

YEAR	BIG NINE	GREAT NORTH WEST	SOUTH EASTERN CORNER	UPPER EIGHT
2012	Sevier	Campbell	Bledsoe	Greene
2013	Union	Cumberland	Bradley	Hancock
2014	Blount	Fentress	Hamilton	Hawkins
2015	Claiborne	Loudon	McMinn	Johnson
2016	Cocke	Morgan	Meigs	Sullivan
2017	Grainger	Roane	Monroe	Unicoi
2018	Jefferson	Scott	Polk	Washington
2019	Hamblen	Anderson	Rhea	Carter
2020	Knox	Campbell	Bledsoe	Greene

Assignment Grid for Multi-County Public Speaking Contest

TASK	Agent Responsible	Responsibilities	Date to have completed
Contest Coordinator		1. Coordinate entire event.	All along Way
		2. Secure in conjunction with other agents in the group the date, and location of contest. Send Info to Jenny.	Fall planning Day
		3. Secure Agents to fill assignment grid.	Fall planning Day
		4. Review rules on web page. (See 4-H Agents Handbook under Contests: Achievement for Rules)	ASAP
		5. Network with Jenny about putting registration on SUPER.	4 weeks prior to contest
		6. Assemble Judges Packets, Assign Judges to Contest area. (See 4-H Agents Handbook under Contests: Achievement for scorecards)	2 weeks prior to Contest
		7. Check out site and assign rooms.	2 weeks prior to contest
		8. Pick up awards from Region Office (gym bags for 1 st place winners, neck medallions for 2 nd -3 rd place winners and participation ribbons for all others)	At least 1 week prior to contest
		9. Conduct Welcome at the contest, turn over to Opening Ceremony Chair, and make announcements concerning project room locations.	Day of Contest
		9. Float during contest; check for problems.	Day of Contest
		10. Clean-up after program .	Day of Contest
11. Secure unused awards to transport to Jenny .	Day of Contest		
Check-In		Check in 4-H'ers who are signed up using check-in sheet provided by Contest coordinator.	Day of Contest
Opening Ceremony Chair		1. Secure flags for pledges. 2. Secure 4-H'ers to lead pledges. 3. Secure 4-H'er to do Thought for the Day. 4. Conduct Opening Ceremony according to Script.	Prior to Contest
Awards Chair		1. Unpack, sort and display awards to aid in the effectiveness of the awards ceremony. 2. Conduct Awards Ceremony according to script. 2. Repack unused awards so they can be transported back to Regional Office and can be used again. (Do not just throw ribbons back in box in haphazard manner.)	Day of Contest
Records	(Contest coordinator)	Send appropriate forms to Jenny so she can post on web page.	Day after contest
Publicity and Photos		Take pictures of winners to send to Jenny to post on web – take photos by grade level – one photo for each grade.	Day of Contest, E-mail to Jenny asap
All agents in Multi County Group		1. Plan to attend. 2. Secure 1 Volunteer to serve as judges. 3. Plan to serve as a judge if you are not assigned to another responsibility.	Secure judges a month prior to contest and send to Coordinator

Speaking Coordinator's Timeline

1. Remind all 4-H agents in your multi-county area that you will be setting the date for Jr. and Jr. Public Speaking at the Fall 4-H Planning meeting.
2. Review the rules for Jr. and Jr. High Public Speaking prior to the Fall Planning meeting. These rules can be found in the 4-H Agents Handbook under Contests.
3. Have an idea in mind for the location of this contest prior to the Fall planning meeting. Remember:
 - A. The location needs to have several breakout rooms one for each grade 4-8th.
 - B. The location needs to have a large assembly room for opening and awards ceremonies.
 - C. The location does not necessarily have to be in your county.

A central location in another county may be best.

4. Meet with other agents in your multi-county group at the Fall planning date and decide the following:
 - A. Location of Contest
 - B. Date of Contest
 - C. Time of Contest
 - D. Assignments (See Assignment Grid for Public Speaking)

It will take 4 agents to fill the assignment grid. However this number can be shortened by using the same agent to do more than one task (i.e. the check-in person can also do photos, the awards chair can also do opening ceremony)

Also at this time discuss rules for the contests, if anyone has a question concerning rules (such as eligibility) this is the time to answer that question or ask ER Staff member. Rules can be printed and shared with group.

5. After Fall planning meeting, please E-mail Jenny with the Date, Time, and Location of Contest. This needs to be done as soon as possible.
6. Make sure to secure site of contest as soon as possible so this can be put on the Regional calendar. Again E-mail this to Jenny as soon as possible.
7. Network with Jenny about putting registration on SUPER. This needs to be done at least 4 weeks prior to contest.
8. Remind agents to secure at least one volunteer to serve as a judge from each county. These volunteers need to be registered through SUPER. Remind them at least a month ahead of contest. Agents are required to attend.
9. Assign judges to contest area. You will need to use SUPER information to have an idea as to the number of participants in each area. Never have just one judge making decisions on a contest. This needs to be done at least two weeks prior to contest.
10. Assemble judges' packets according to the way you have made assignments. This needs to be done at least a week or two prior to contest. Assemble in a file folder for each judge the following:
 - * Speaking Summary Score Sheet with all participants listed.
 - * Public Speaking Scorecards. Make sure this is the right scorecard (F656). Make sure the explanation is printed on the back of the card, or a copy of the explanation is in the packet
 - * Two pencils, and a few pieces of scratch paper.
 - * You may want to ask agents and volunteers who are judging to bring a personal calculator as well.
 - * A sheet telling them where to bring scorecards after they have judged. ("Tabulation room is room 211" for example)
11. Check site and assign rooms. Making room signs greatly helps the facilitation process on the day of the contest. Colored piece of typing paper with the grade listed works really well. Remember to assign a location for tabulation where judges can bring in scorecards to be tabulated and

tabulators can work without being disturbed by participants/parents/ etc. This needs to be done 2 weeks prior to contest.

12. Transfer names from Super to "Speaking Summary Score-sheets." There needs to be one Speaking Summary sheet for each grade.
13. Provide the check-in person the Speaking Summary sheets to use as a check-in. Check-in person needs to check off participants as they arrive and amend the sheets if there are changes. These sheets need to go with the judges when they go to the speaking rooms. They are used to call roll and also judges need to put scores and placings on this sheet.
14. Conduct a judges' orientation prior to starting opening ceremony. Make sure judges understand how to use scorecard, that the judges should calculate their own totals for each participant, and put averages and placings on the Speaking Summary Sheets. Judges also need to know where to bring scores when they are finished.
15. Conduct welcome at contest; turn over to opening ceremony chair for opening. Prior to dismissal introduce all agents and volunteers who helped with contest. Make announcements and start facilitating contest.
16. Float during contest. Make sure all groups have found their locations.
17. During contest make sure awards chair is sorting awards and getting ready for the awards portion of the contest. Make sure the awards chair understands what awards are what (they do look similar).
18. As you get ready to start awards ceremony make sure Publicity chair has camera and is ready to take photos.
19. Assist awards chair in conducting awards ceremony.
20. Thank everyone for coming and remind all winners to stay for pictures
21. Assist Publicity chair with photos.
22. Clean-up and load up.
23. Fax project summary sheets with winners indicated to Jenny to be posted on web.

Opening and Awards Scripts for Multi-County Public Speaking

Opening

- Coordinator: Welcome; turn over to Opening Ceremony Chair.
- Opening Ceremony Chair: Introduce Pledge Leaders; ask audience to stand.
Ask audience to sit and introduce Thought for the Day giver.
Turn back over to Contest Coordinator.
- Coordinator: Introduce Agents, and Volunteers who are assisting... (just have all agents stand and all volunteers to stand)
Introduce Regional Staff who are present.
Make any last minute announcements.
Tell where and when Awards Ceremony will take place and dismiss by groups to areas...

Awards

- Coordinator: Introduce Awards chair and turn program over to them.
- Awards Chair: Remind everyone that photos will be taken after awards ceremony and we ask that all winners stay for that.
- Start awards... start with 4th Grade...
- “Participating in the 4th grade division today are...”
(tell the 4-H’ers who did not place in the top three)
Placing 3rd is _____ from _____ county
Placing 2nd is _____ from _____ county
Placing 1st is _____ from _____ county
- Repeat for all grades

PUBLIC SPEAKING

Divisions:

There are nine divisions broken down by grade levels (4th-8th).

4th Grade Division General Rules:

One 4th grade winner from each county can participate in the multi-county contest. These speeches should not exceed 3 minutes in length and the F656 scorecard should be used.

5th Grade Division General Rules:

One 5th grade winner from each county can participate in the multi-county contest. Speeches for these grades should not exceed 5 minutes in length and can be on any topic. Prepared speech will be the total score. The scorecard for this age division is F656 and follows this page.

6th, 7th and 8th Grade Divisions General Rules:

One winner in each grade level (6th, 7th and 8th) from each county can participate in the multi-county contest. Speeches for these grades should not exceed 7 minutes in length and can be on any topic. Prepared speech will be the total score. The scorecard for this age division is F656 and follows this page.

4-H PUBLIC SPEAKING SCORE CARD

F656

Speaker Number		1	2	3	4	5	6	7	8	9	10
Points to Consider	Possible Points										
A. Speaker											
1. Appearance:	10										
2. Use of Language: (Good pronunciation , vivid, meaningful, articulation, grammar)	20										
3. Projection to Audience: (Volume, clear, distinct, pleasing voice, eye contact)	10										
4. Well Prepared:	15										
B. Subject Matter and Composition											
1. Well Organized:	10										
2. Information: (Accurate, complete, up-to-date, appropriate)	10										
3. Good introduction and conclusion:	10										
C. Results											
1. Effect on audience:	15										
TOTAL POINTS											
COMMENTS:											

EXPLANATION

A. Speaker:

1. Appearance: As the speaker approaches the lectern and throughout the presentation, is his/her posture good; does he/she stand solidly on the floor; are his/her clothes (whether or not they are new or fashionable) clean and pressed? Of does the speaker sway from one foot to another; lean on the lectern or table; slump and show poor grooming? A perfect score for this category is 10 points. Scores may vary from 0 to 10 points.
2. Use of language: Is it understandable, pleasing, meaningful, vivid, properly announced with proper grammar? Scores may range from 0 to 20.
3. Projection to audience: Does he/she have eye contact with the audience? Does the presentation have sufficient volume? Is it clear, distinct and presented with expression and enthusiasm? Or does the speaker instead present a memorized or read report? Does he/she communicate? Scores may range from 0 to 10.
4. Well prepared: Whether or not the speaker occasionally refers to notes, does he/she seem to be well prepared? Or does he/she read the speech, stumble over words or thoughts, or lack preparation (whether notes or memory) to carry through the presentation? Scores may vary between 0 and 15.

B. Subject Matter and Composition:

1. Well organized: Do ideas center around a central theme in a logical order, easily followed and understood by listeners? Or does the speech seem poorly organized with random ideas or with ideas which do not fit into the theme? Points may range from 0 to 10 here.
2. Source of information: Is the information accurate? Is the topic narrow enough for the message to be given completely? Has the speaker earned the right to speak on the subject through study and experience (preferably in 4-H)? Is the information apparently current? Or is the information seemingly out-of-date, too broad to be covered completely or incorrect? From 0 to 10 points are possible here.
3. Introduction and summary: Does the introduction catch the interest of the audience while presenting the theme for the entire speech? Speakers should NOT begin by giving name and club or by recognizing the "honorable judges, ladies and gentlemen, etc." Does the summary tie the important points of the speech to the theme in an interesting way that makes you remember the speech? Or does the speech have no real introduction or perhaps an inadequate introduction or summary? Points will vary from 0 to 10 in this category with half the scoring for the introduction and half for the summary.

C. Results:

1. Is the audience affected in any way? Were they stirred, enthused, saddened, amused, motivated and awakened? Or were they bored, merely polite and unaffected by the presentation? Did you (the audience) get the speaker's message? Scores may vary from 0 to 15 points
2. Voice: Does the speaker vary the force of his/her voice or is the speaker monotonous? Is the speaker pleasant to listen to and loud enough to be heard? Is the speaker's voice clear, steady, rich and full instead of thin, harsh, nasal and shaky? Does the speaker vary the pitch of his/her voice for interest? Does the speaker use the rate at which he/she speaks effectively? Are all words pronounced clearly and correctly or does the speaker slur words together or sound mechanical? From 0 to 20 points are possible here.

Be sure to comment on the presentation. The speaker needs your comments in order to improve. The contest, therefore, is not the "end" for the 4-H member's public speaking activities. It is the beginning of a difficult process to make the best better for next time.