

4-H PEI Communications: CHAIRPERSON

NAME: _____

CLUB: _____

Presentation Criteria	Present	Not Present	COMMENTS / FEEDBACK
Introduction:			
• Introduced themselves to each judge before event began and gathered necessary bio information for proper introductions <i>(This step may be done prior to the actual event via email / phone)</i>			
• Was able to gain attention of the audience to start the event			
• Presented an introduction / welcome to the audience			
• Established procedure for the event			
• Introduced each judge to the audience with information gathered for bio			
Stage Presence:			
• Member is neatly dressed OR attire is suited for speech topic			
• Member is poised, appears at ease and avoids distracting behaviors <i>(i.e. swaying, saying 'um', excessive throat clearing, etc.)</i>			
• Member acted in a professional manner during presentations			
• Member speaks to & maintains eye contact with the audience			
Delivery:			
• Voice - good volume, natural, clear, fluent			
• Pronunciation - clear with good enunciation			
• Grammar - proper & appropriate for member's age			
• Speed - even pace...not too fast, not too slow			
• Engagement - enthusiastic & draws audience into the presentation			
• Gestures - relative, natural & effective			
Summary:			
• Attentive to participants, judges and audience			
• Able to assist with issues on the spot if they arose			
• Did not rush the event—maintained an effective program			
• Ensured the audience and members were aware of what was happening throughout the duration of the event			
• Offered entertainment (i.e. trivia) or information to the audience between each presentation			

Comments:

