

4-H PEI Communications: Chairperson

First Time in Chairperson Role
 Has filled Chairperson Role in the past

Name:		Club:			
Components	Presentation Criteria	Rating			
		Yes, did well	No / Comments / Feedback		
Introduction	• Introduced him/her/themselves to each judge before event began				
	• Was able to gain attention of the audience to get event started				
	• Presented an introduction to audience; greets all guests				
	• Established procedure for the event (ie. Mute cellphones)				
	• Introduced and greeted each judge individually				
Presentation	• Appropriately dressed, good posture and tidy appearance				
	• Poised, at ease and avoids distracting behaviours (ie. Swaying)				
	• Acted in a professional manner while presentations happen				
	• Maintained eye contact while speaking				
Elements	• Voice – natural, good volume, clarity and projection				
	• Pronunciation – clear and proper				
	• Grammar – used properly and appropriate for age level				
	• Maintained even speed when speaking				
	• Spoke with enthusiasm				
Summary	• Attentive to participants, judges & audience				
	• Able to attend to issues on the spot if they arise				
	• Did not rush the event – kept things running effectively				
	• Ensured that audience and members knew what is happening next throughout the duration of the event				
	• Offers entertainment (ie. trivia) or information to the audience in-between each speaker				
	• Mastery of Chairperson role (evidently practiced for event)				
Judge's Comments	_____				

Judge can sign or initial here if they choose:					