Room Host & Clerk Guide
What to Expect as a Room Host or Clerk

Schedule

9:00AM - Check-In
9:30AM - Session 1
11:30AM - Session 2
1:30PPM - Session 3, if needed
Immediately Following - Awards Ceremony

Arrival and Check-In at the Event
Check-In to receive your nametag. Walk to the room where the Orientation will take place.

Orientation
A brief review of this guide and additional information.

Entering the presentation room (before any presenter begins)
Room hosts and clerks are assigned rooms with two to three evaluators per room. Presentations are assigned at random to a room.
- Meet each evaluator and make sure they have everything they need, (i.e. pens).
- Meet each presenter, make sure they are on your list. Make sure you know how to pronounce their names.
- Read the **Introduction Script** when ready to start.

Beginning Each Presentation
- Close the door to the room. This will signify to all, inside the room as well as outside, that a presentation is in progress.
- Introduce the presenter at the front of the room.
- Walk to the back of the room and stand by the door to assure that no enters the room while the presentation is in progress.
- Sit quietly, make sure the audience stay quiet.
- Open the door when the presentation is done.

After Each Presentation
- Wait for evaluators to finish their score sheets and then collect them in the envelope provided.
- Have the clerk run the evaluation sheets to the Registration Table.

After All Presentation Are Done
- Read the Conclusion Script.
- Leave the room clean, pick-up trash, gather all 4-H equipment (easels, signs) and bring them to the Tally Room.

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Introduction Script

I would like to welcome everyone to Contra Costa County 4-H Presentation Day. My Name is _____ I am one of your Room Hosts today. I would also like to introduce our clerk:

_____

We have two/three evaluators in the room and they are:

_____   _____

_____   _____

This is Room _____. If any one of the presenters feel they are in the wrong room, please go to the <mark>main registration table in the Multipurpose Room</mark>. At this time, I would like to go over some etiquette rules:

1. Evaluators may sit wherever they choose. There will be no input from participants, parents, room host or clerk.
2. All participants must check in with room hosts.
3. All participants must set-up their own equipment. Only room hosts may aid, if needed.
4. All cell phones and other electronic devices must be turned off or silenced. No photography or video recording while presentations are in progress. Exceptions must be approved by the coordinator.
5. No cuing or prompting from parents or audience. Participants will be marked down if there is audience participation, so please be careful.
6. No gum, or snacks are allowed in the room during presentations.
7. No talking, whispering, or comments are allowed during presentations.
8. Evaluators are the only ones allowed to ask questions.
9. Any young children that may cause a distraction to the presenters are respectfully requested to wait outside with a parent, or in the <mark>multipurpose room where we have a splendid judging contest set-up.</mark> We truly thank you for being understanding that we are trying to offer the presenter the best opportunity for a successful, medal winning presentation!

Additional announcements:

_____

_____

Conclusion Script

Is there anyone here who was scheduled to do a presentation that wasn't on the list and hasn't presented yet?

(*Pause, look around and make sure there are no hands up*.)

Seeing that everyone has completed their presentations, this concludes the presentations in this room. A very special **THANK YOU** to our evaluators for all their hard work! I also would like to congratulate all participants on a job well done. The awards assembly will begin once all scores have been tallied and the Event Coordinator calls for everyone. Have a great morning/afternoon!

_____

Photography and Filming

Due to the distraction to presenters, photography and filming of presentations is prohibited at all 4-H Presentation Days, unless granted an exception by the respective Event Coordinator.

Other things you should know as a Room Host or Clerk:

1. Evaluators may not disqualify a presentation. Send the clerk to the check-in table for any issues.

2. Tally Room - The role of the tally room is to add up all the scores and determine the color rank of the presentation.

3. Rescoring - This procedure will be followed by the Tally Room if a presenter requests it (this will not be done automatically by the tally room) and must be approved by the Event Coordinator. If there is a discrepancy greater than 30% between the highest score and lowest score, then the lowest score will be dropped and replaced with an average of the two remaining scores.

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