URI 4-H Public Presentations Contest
Room Monitor Responsibilities

The room monitor is the host(ess) of the room. It is your job to see that everyone is comfortable, the contest is running smoothly, and the presentation scores are recorded. Specific room monitor responsibilities are described below:

**Before the Contest**
1. Welcome judges and participants as they enter the room. Make sure judges have seats where they can best see and hear the presentations.
2. Have participants fill out the top portion of their score sheets (one for each judge). **Remember:** Cloverbuds and teams containing Cloverbuds are not to be scored. They receive green ribbons only and do not compete in the State Contest. Write “Cloverbud” on the top of each scoresheet as a reminder for you and the judges.
3. Give judges their pencils.
4. Ask the judges periodically if they need to consult 4-H staff or take a quick break.
5. Have everyone stand and recite the 4-H pledge. Introduce the judges and review the rules for the room:
   - Everyone is quiet during a presentation
   - Exit or enter the room only between presentations, not during
   - Turn off all cell phones
   - Quiet in the hallways
   - Questions will be asked only by the judges
   - Anyone making repeated interruptions/disturbances may be asked to leave.
6. Announce and post the order of presentations. If a participant has to leave early, try to work with that participant’s schedule.

**During the Contest**
7. Call on participants to give presentations.
8. Ensure judges have score sheets before each presentation begins. Try not to make comments that might influence the judges.
9. Help participants set up if needed.
10. Record the time of each presentation starting as soon as the participant begins speaking and ending before the Q&A session begins.
11. Manage the participants’ score sheets
   - Collect score sheets from the judges after each presentation
   - Write down the recorded time on each participant’s score sheet.
   - Average the judges’ scores together for each participant.
   - Write down the names of those who scored 90 or above
After the Contest

12. Have the participants leave the room OR find a place for you and the judges to meet privately. With the judges, review the averages to make sure you all agree on the final score.

   NOTE: At the State Contest, judges should consult with 4-H staff if there are tying scores

13. Call the room to order. Thank the judges and invite them to speak to the group about what was done well and what needs improvement.

14. Congratulate participants for their effort. Distribute ribbons and score sheets.

   District Contest: Hand out awards in the order of who presented, NOT by score.
   Only announce ribbon color, NOT score.

   State Contest: Announce the top three participants starting with 3rd place.

15. Take a group photo of the participants with their ribbons and the judges.

16. Break down the room and leave it as it was when you arrived.

17. Return any unused materials to the registration table.

Thank you so much for your assistance!