

Guidelines for setting up and recording your home 4-H Public Presentation.

For the presenter:

1. Make sure the area is clean and clutter free.
2. Have a blank wall behind you or put up a light-colored sheet.
3. Plan ahead: have whatever is needed for set up before recording begins– table, something to hold a board if it is being used, computer and projector for power points, etc.
4. Make sure area will be quiet during the presentation.
5. Be aware of your sound quality: Speak loudly and clearly; enunciate every word.
6. Make sure there are no distractions in the background for yourself and your viewers.

For the person recording the presentation:

1. Make sure lighting is appropriate for the presentation being done. This can be tricky with power points so you may need to have a light on the presenter and lower light over the board. Keep in mind, they need to be close together for recording.
2. Decide on your recording device – choose something you are comfortable operating. If you have a tripod that you can use, please do. The idea is to make the recording as still as possible. If no tripod, find another way to keep the recording device steady. If you have to hold the recording device, you should find something for your arms/hands to rest on to help steady the device.
3. Never rotate the device in the middle of recording.
4. Record in a quiet place and use the best quality microphone available. When recording make sure you are close enough to hear the person speaking. Conduct a short test recording before you record the whole presentation to ensure you have quality sound.
5. You will want to frame the person and whatever they are showing in the same frame. To make a good picture it is better to cut off the individuals lower legs than having it be too far away and not seeing the actual presentation and person.
6. If you want to show the overall picture and then zoom in that is fine but only do it once. Do not zoom in and out throughout the presentation.
7. Never pan back and forth between the presenter and what is being shown.
8. If they have a display board, when the presentation is finished please zoom in at this time and show the board so the judges can see and read it.
9. Make sure to ask some questions at the end. Here are some sample questions:
 - a. What made you decide to do this presentation?
 - b. How long have you been involved doing this?
 - c. What have you learned while doing this project?
 - d. Up to three more question that you see fit.
10. You are welcome to do presentations outside but please follow what you can from the above guidelines.