



Room Monitor Responsibilities- Presentation Day

1. Take an easel and a table to your room if this hasn't already been done.
2. Tape one list of presenters that are in your room on the outside of the classroom.
Place a check when the presentation is to begin (in progress) and close the door.
Check done when the presentation has been completed and the door is open.
3. Make sure the outside of your door has a presentation "in progress" sign, so when you close the door, people will know not to enter the room.
4. If you have a cellular phone, take a picture of the room so it can be returned to its original state when presentations have been completed.
5. Introduce yourself to the presenters as they arrive in the room. Check with them to make sure you know how to pronounce their name correctly.
6. Check presenters off your list as having arrived.
7. Assist the presenter in setting up for their presentation if help is needed. Parents are not to assist with this.
8. As soon as everyone arrives- shortly after 9:30 AM- read the script to the audience.
9. Check with evaluators/judges to be certain they are ready for you to introduce a presenter.
10. When the presenter is ready, introduce him/her in this way:

"This is _____ from the _____ 4-H Club."
11. Only the judges may ask questions of the presenters.
12. After the questions and close of the presentation, thank the presenter and help him/her clear the table, wiping up any spills etc. Help the next presenter set up.
13. After all the presentations have been given, the Room Monitors will put the room back in order, replacing any items that have been moved. Ask presenters to remove all their equipment. Refer to any pictures you may have taken for room arrangement.
14. At the close of the presentations, remind everyone of the activities in the cafeteria and the Awards Assembly, which will be immediately following the completion of tabulation. Thank everyone for coming.
15. Return the easel and the table and your folder to the cafeteria.

** If there is more than 1 room monitor in the room, divide up the jobs. One Room Monitor may be stationed at the door and the other Room Monitor may assist the presenter and introduce the presenter(s).