Plymouth County Extension
4-H Youth Development Program
44 Obery Street
Plymouth, Ma, 02360
Tel: 774-404-7020
Mvollmer@umext.umass.edu

Plymouth & Barnstable County 4-H Virtual Visual Presentations
Virtual- Saturday, March 5, 2022

Dear Parents, 4-H Volunteers and 4-H Members...

We are pleased to bring you the latest updated information for the Massachusetts 4-H Visual Presentation Program. Please read the enclosed information carefully, as there are new categories and details about these exciting new opportunities. We hope that you are still as passionate about public speaking and communication as we are and hope you will consider this new virtual format. For those of you who are experienced at doing 4-H VP’s maybe you will try something different, such as Extemporaneous; or if you are a Senior 4-H participant age 14 and over, you’ll consider doing Public Speaking.

SIGN UP ON 4HONLINE!!!!  https://v2.4honline.com

Just so you know...

- This is a valuable program for our 4-H’ers since the #2 fear in adults is public speaking!
- 4-H Visual Presentations are a fun and inclusive way for children to share their interests with others by using visual aids and demonstrating a skill.
- 4-H Cloverbuds, children ages 5-7 years old, are welcome to participate.
- 4-H County rosette winners will have a chance to compete at the Virtual State 4-H Competition on April 2, 2022.
- 4-H Volunteers or Office staff can offer a visual presentation training for your club! Just ask!

We hope to “see” you present!

Molly Vollmer Extension Director
Sandi Shepherd-Gay, 4-H Educator
PLYMOUTH & BARNSTABLE COUNTY 4-H VISUAL PRESENTATION REGISTRATION

Registration Deadline: Feb 29, 2022
SIGN UP ON 4HONLINE! SO MUCH EASIER!

OR Complete the ENTIRE FORM BELOW- ONE FOR EACH PARTICIPANT
Return to: Plymouth County 4-H, 44 Obery Street Plymouth, MA 02360
or email complete information to tquinn@plymouthcountyma.gov
For additional information please contact your 4-H Club leader or contact
The 4-H Office at 774-404-7020 or mvollmer@umext.umass.edu

Presentations will be done virtually Saturday, March 5, 2022 starting at 10 AM

Sign up online! https://v2.4honline.com

4-H Visual Presentation Day– March 5, 2022 Registration Form

Name: ____________________________  Age as of Jan 1, 2022: ______
Street: ____________________________  Town: ______________ Zip: ____
Phone: ____________________________
4-H Club: __________________________  Years as a 4-H Member_______
Cloverbud_____ Junior_____ Senior_____ Team_______
(5-7 yrs as of 1/1)             (8-13 yrs old as of 1/1)             (14-18 yrs old as of 1/1)
Presentation Title:
_______________________________
Description of topic if not clearly defined in Presentation Title:
_______________________________
Class: __________________________  Years Giving VP’s (including this year): ______

..............................................................................................................................
# 2022 Visual Presentation Categories

<table>
<thead>
<tr>
<th><strong>VISUAL PRESENTATION CATEGORIES:</strong> All Ages</th>
<th><strong>Time limits:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cloverbud</strong></td>
<td><strong>Cloverbud (ages 5-7) – 1 to 4 minutes</strong></td>
</tr>
<tr>
<td>CB1  Cloverbud VP (county level only)</td>
<td><strong>Junior (ages 8-13) – 3 to 10 minutes</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Senior (ages 14-18) – 7 to 10 minutes</strong></td>
</tr>
<tr>
<td><strong>Junior and Senior</strong></td>
<td><strong>VP26  Horse Breeding and Uses</strong></td>
</tr>
<tr>
<td>VP1  Food &amp; Culinary Topics</td>
<td><strong>VP27  Miscellaneous Horse Topics</strong></td>
</tr>
<tr>
<td>VP2  International Foods</td>
<td><strong>VP28  HORSE RELATED TEAM; SENIORS ONLY</strong></td>
</tr>
<tr>
<td></td>
<td>(Time for this category only is 10-15 minutes; PP allowed)</td>
</tr>
<tr>
<td>VP3  Health/Nutrition/Personal Care</td>
<td><strong>VP29  Veterinary Science</strong></td>
</tr>
<tr>
<td>VP4  Clothing &amp; Textiles</td>
<td><strong>VP30  Mechanical Science &amp; Engineering</strong></td>
</tr>
<tr>
<td>VP5  Child Development</td>
<td><strong>VP31  Computers/Technology/Robotics</strong></td>
</tr>
<tr>
<td>VP6  Consumer Education</td>
<td><strong>VP32  Aerospace/Rocketry/Astronomy</strong></td>
</tr>
<tr>
<td>VP7  Natural Resources/Environment</td>
<td><strong>VP33  General Science/Science Project</strong></td>
</tr>
<tr>
<td>VP8  Marine/Aquatic Life</td>
<td><strong>VP34  STEM (science, technology, engineering, math)</strong></td>
</tr>
<tr>
<td>VP9  Wildlife</td>
<td><strong>VP35  Entrepreneurship/Inventions</strong></td>
</tr>
<tr>
<td>VP10 Recycle/Conservation/Energy</td>
<td><strong>VP36  Career Exploration</strong></td>
</tr>
<tr>
<td>VP11 Plant Science/Gardening/Entomology</td>
<td><strong>VP37  Social Issues/Ethics</strong></td>
</tr>
<tr>
<td>VP12 Dairy/Beef/Working Steer</td>
<td><strong>VP38  Leadership/Citizenship/Community Service</strong></td>
</tr>
<tr>
<td>VP13 Sheep/Swine/Goats</td>
<td><strong>VP39  History</strong></td>
</tr>
<tr>
<td>VP14 Rabbits/Cavies</td>
<td><strong>VP40  Famous People</strong></td>
</tr>
<tr>
<td>VP15 Poultry/Embryology/Birds</td>
<td><strong>VP41  Hobbies/Collectons/Games</strong></td>
</tr>
<tr>
<td>VP16 Dog Training</td>
<td><strong>VP42  Travel/Culture</strong></td>
</tr>
<tr>
<td>VP17 Dog Care</td>
<td><strong>VP43  Team Sports</strong></td>
</tr>
<tr>
<td>VP18 Canine Sciences/Genetics</td>
<td><strong>VP44  Individual Sports/Recreation/Fitness</strong></td>
</tr>
<tr>
<td>VP19 Dog Breeds/History</td>
<td><strong>VP45  Safety</strong></td>
</tr>
<tr>
<td>VP20 Amphibians/Reptiles</td>
<td><strong>VP46  Performing Arts/Entertainment</strong></td>
</tr>
<tr>
<td>VP21 Pets/Pet Care</td>
<td><strong>VP47  Visual Arts/Fine Arts/Photography</strong></td>
</tr>
<tr>
<td>VP22 Horse Care &amp; Management</td>
<td><strong>VP48  Crafts</strong></td>
</tr>
<tr>
<td>VP23 Horse Training</td>
<td><strong>VP49  Literature &amp; Written/Verbal Communication</strong></td>
</tr>
<tr>
<td>VP24 Horse Showing</td>
<td><strong>VP50  Mythology/Folklore</strong></td>
</tr>
<tr>
<td>VP25 Horse Breeds/History</td>
<td><strong>VP51  Storytelling</strong></td>
</tr>
</tbody>
</table>

**NEW:** For those 10 or older, either posters or PowerPoint/Google Slides can be used in any category.  
Time limits are the same as listed above.

## EXTEMPORANEOUS SPEAKING CATEGORY:
**Seniors Only (14-18)**

| **ES1  Extemporaneous Speaking** |

## PUBLIC SPEAKING CATEGORIES:  **Seniors Only (14-18)**

| **PS1  Horse Related Subject** | **PS3  Persuasive/Editorial** |
| **PS2  Factual/Informational**  | **PS4  Motivational/Inspirational** |
IMPORTANT FOR 2022: All VP Programs will be held Virtually. Please follow instructions below.

- Each participant may enter in only one category.
- 4-H Visual Presentation categories are divided into three age divisions (age determined Jan. 1):
  Cloverbuds, ages 5-7        Juniors, ages 8-13        Seniors, ages 14-18
- Cloverbuds may enter at the county level; they may not participate at the state level. Cloverbuds receive participation awards only.
- Pre-registration is required for each competition. At the county competition, individuals will be selected to compete at State Virtual Presentation Day. Youth selected for state competition will be notified by their 4-H Educator. The 4-H Educator will register those selected for State Visual Presentation Day.
- NEW FOR 2022: For those 10 or older posters or PowerPoint/Google Slides can be used in any category.
- Weapons, live animals, lighter/matches/fire are not allowed to be used or shown in VP’s. When in doubt, ask your Educator.
- Audience participation (including parents) and/or coaching from the audience is prohibited. This includes anyone in a virtual location where the 4-H member is presenting.
- Use of any projection or video clips is allowed in the Projection Categories only. Credit for the source for the clips must be noted.

Important reminder: Tri fold boards are not allowed. Tri-fold boards are difficult for people to read whether in person or in a virtual setting. If you are using visual aids in your VP, keep them close at hand and easy to access during your presentation. Poster boards used must be a standard size poster board (22’ x 28”). Be sure the lettering and/or graphics are large enough to read and be seen from a distance. Foam core is the best type to use; it is sturdier and will not fall over. You may choose to use both sides of the board or to use one side on each board. It is recommended that between 4 and 8 poster boards be used, depending on the length of presentation. The posters are for presentation highlights only and the entire presentation should not be written on or read from the posters.

HELPFUL INFORMATION:

- Note cards are allowed but participants should not read their presentations.
- If you plan to present using posters, you will need a table or flat surface as well as an easel or another item that will prop up your posters. Be sure to have all the items you need for your presentation.
- Practice before giving your VP remotely. You may have someone take a video of you presenting if possible and review your presentation in order to make improvements prior to the VP event.

JUDGING AND JUDGES:

Junior and senior 4-H members are judged using the Danish system. In this system, each presentation is judged on its own merit using a specific set of criteria. Each presentation is awarded either a blue (excellent), red (very good) or white (good) award. Cloverbuds are not judged competitively and each presenter receives a Cloverbud ribbon. All presenters receive feedback from the judges. This feedback is intended to assist the member improve future presentations.

At State Visual Presentation Day, those awarded a blue Danish are considered together to determine who will receive a rosette. First place (blue) and second place (red) rosettes may be presented in every category. Danish ribbons are presented as well.
Judges will be provided with training, judging criteria and judging sheets. As with any judged activity, each judge may view presentations in their own unique way that may be different from the presenter's.
Congratulations on receiving the Big E Award at one of the 4-H County Visual Presentation Days! The information provided on this sheet is a general explanation of what this award means to you and the next steps. Any questions you may have can be sent to your local 4-H Educator.

What does this award mean?
It means that you are now eligible to represent MA 4-H and present on the New England Center stage or in the action exhibit area at the Big E in September. You are not registered to be part of the NE Center delegation until you have submitted all the required paperwork by the July 15th deadline. You will need to attend the required orientation session in June to find out more.

Attendance at the orientation session is required for first time attendees and /or a parent; no exceptions will be made to this policy.
Orientation sessions are required. These will be scheduled on two separate dates and will be held via online Zoom meetings. You will be able to select the date that works best for your family. Specific information about the orientation sessions and how to register will be sent to all Big E Quality Winners in May.

You will receive registration forms by email in May. These are due on July 15. Final selections for participants will be made by August 1, 2022. Please be aware that we sometimes do not have enough slots on the stage to place all members who receive Big E Quality Awards. Every effort will be made to place members who wish to participate.

Do I need to change my presentation?
You are not expected to make any changes, but there are several ways that a member may alter their Visual Presentation for the NE Center. Some ways a presentation may be altered are:

- A performing arts VP topic (singing, dance, musical instrument) might be changed into a stage performance.
- A topic that lends itself to hands-on activity (crafts, gardening, science, cooking) may be turned into an action exhibit. You may ask other 4-H members of your club or group to help. An Action Exhibit requires at least 4 individuals from a group.
- Questions regarding how a VP presentation might be changed can be sent to your local 4-H Educator.

When does the Big E Participation Occur?
Massachusetts 4-H participates at the Big E in the New England Center on the first weekend of the Big E Fair; this year that will occur on September 17 & 18, 2022. Each day begins at 8:00 a.m. and ends at 4:30 p.m. followed by marching in the Big E parade at 5:00 p.m. Participating members must be there for the entire day so plan for a long, full day! More information about overnight accommodations and food availability will be sent as details are obtained from the Big E. We will go over all the details at the orientation.

If you have additional questions or do not receive a letter in May about the June orientation sessions contact Linda Horn at lrhorn@umext.umass.edu.
BARNSTABLE COUNTY 4-H
Visual Presentation Program

My Visual Presentation is the GREATEST!

4-H Member VP Manual

This user-friendly packet includes:
✓ introduction to the program
✓ creativity-boosting exercises
✓ helpful hints
✓ checklists
✓ step-by-step planner

CREATED BY A MEMBER, FOR MEMBERS
Allyson Manchester, Barnstable County
Muddy Paws 4-H Dog Club
2006
VISUAL PRESENTATIONS

Visual Presentations (V.P.’s for short) consist of a three to ten minute talk (depending on your age), on a particular subject, while using posters and other visual aids. Although the long name makes the project sound gruesome and tedious, participating is actually a very fun and rewarding experience which will allow you to learn some valuable skills for school and beyond.

Visual presentations are performed in front of several judges, as well as an audience of parents and other 4-H members at the county level. Excelling at the county level may lead to placement at the State Visual Presentation program.

Step for Success #1: The Perfect Topic
The best part about doing a V.P. is the fact that you can choose any topic you like; be it how to make balloon animals, how to prepare homemade ice cream, or everything you ever wanted to know about George Washington. The possibilities are endless! Filling in the outline below should help you in brainstorming ideas for a presentation.

I. Pinpoint Your Interests
   A. Do you play any sports?
      1. __________________________________
      2. __________________________________
      3. __________________________________
   B. Are you involved with any after school clubs? (drama, debate, etc)?
      1. __________________________________
      2. __________________________________
      3. __________________________________
   C. Do you play a musical instrument?
      1. __________________________________
      2. __________________________________
      3. __________________________________
   D. Is there a cause that you feel passionately about (environmental pollution, teen alcoholism, etc)?
      1. __________________________________
      2. __________________________________
      3. __________________________________
   E. Are you interested in any famous people (sports players, movie stars, etc)?
      1. __________________________________
      2. __________________________________
      3. __________________________________
   F. Have you learned about anything particularly interesting at school?
      1. __________________________________
      2. __________________________________
      3. __________________________________
   G. Do you have any hobbies (cooking, painting, etc.)?
      1. __________________________________
      2. __________________________________
      3. __________________________________
H. Do you love any particular kind of animal?
   1. __________________________________
   2. __________________________________
   3. __________________________________

Now it’s time to narrow things down. Before you make a final decision, it is important to keep a few things in mind. Choosing an obscure topic, something very few people have heard of, is often very difficult because there won’t be a lot of information available. Make sure you know there will be plenty of library books, online sources, and experts for your research. Also, keep in mind that you will need to be able to represent your topic with good demonstrations, models, poster pictures, or experiments.

Step for Success #2: A Great Title
Now that you are all ready with your topic, it’s time to think of a really catchy title.

Grabbing the attention of your audience from the get-go is one of the most important aspects of your presentation. Complete the following outline to get those creative juices flowing!

II. You Name It
   A. Is there any interesting jargon or common phrase associated with your topic? (for a fencing presentation: En Guard!, or for a baseball presentation: Play Ball!)
      1. __________________________________
      2. __________________________________
   B. Try some literary devices -
      alliteration [Pass the Pizza Please!]
      onomatopoeia [The Buzz on Bees]
      rhyming [Bears Have Ears]
      similes [Swim Like a Fish]
      or metaphors [All the World’s a Stage.]
      1. __________________________________
      2. __________________________________
   C. Can you think of any plays on words using:
      homonyms (The Wail of Whales or Is Reading Aloud Allowed?)
      or homophones (The Nose Knows)?
      1. __________________________________
      2. __________________________________

If you thought of more than one title that you like, ask your parents, siblings, or fellow 4-H’ers for their input.

Little did you know… you are now virtually finished with your title page! All that is left to do is draw a really neat illustration on the poster. Instead of many small pictures, ONE BIG PICTURE WORKS BEST. Don’t be afraid to use pictures from magazines, computer clip art, or draw one yourself. Also, mounting with colored paper is an easy way to spice up the graphic.
Step for Success #3: An Organized Table of Contents
The purpose of a table of contents is to give your audience a basic overview of the subtopics that you will be covering throughout your presentation at the beginning. The poster will be used a second time at the very end to provide a brief summary. The structure of this poster is very simple: list your subtopics (with numbers or bullets). Usually, you will have three-four subtopics, depending on the complexity of your topic. For example, a dog presentation may consist of the subtopics breed history, breed standard, grooming, and training. It is helpful to choose and organize different areas of information by getting ideas from books and web pages that are related to your topic. Keep your eyes peeled for subjects that the books have in common, and what they discuss first and last.

III. Table of Contents
A. __________________________
B. __________________________
C. __________________________
D. __________________________
E. Summary (always list “summary” as your last subtopic)

Step for Success #4: A Spectacular Speech
With the title and table of contents posters completed, you are ready to create the first two parts of your informative (and eventually memorized) speech. When showing your title page, you are required to give a short personal introduction. In it, be sure to include your name, age, number of years in 4-H, number of years giving a V.P., your town, and current 4-H group. You also may opt to go the extra mile and grab your audience’s attention by asking a question or stating an interesting fact about your topic.

The speech that is required to go along with your table of contents is SUPER easy. Why? Virtually, all you have to do is read your topics one by one off of your poster. Of course, a statement along the lines of “Today we will be discussing” at the beginning of your list and something like “Let’s begin!” at the end will work well. Likewise, when you recall your Table of Contents poster for the Summary speech, simply read your subtopic list and say something interesting about each one as you go along.

When you are finished with your presentation, thank the audience for listening, and ask the audience if they have any questions.

Before answering a question, make sure that you repeat it back to the audience. Judges take careful notes on which participants remember to do this.

For the content posters, simply research the topics well, and choose to mention only the most important information. Keep all your research materials in a folder. Make sure that your speech is focused and sequential. Don’t be afraid to follow a similar format to the paragraphs that you write in school: topic sentence, body, concluding sentence.
Step for Success #5: Creating the Content Posters
Each poster should have a title that corresponds with those on your table of contents. The point isn’t to write your whole speech, word for word, on your posters. It isn’t very exciting for audience members to stare at posters covered with small lettering for seven minutes. Just make sure that you put on some key words that will prompt your memory of the whole speech... when you are without your index cards. For illustrations -- charts, timelines, and pictures with captions work well.

Step for Success #6: Practice Makes Perfect
After you put the finishing touches on all of your posters, it’s time to move into the rehearsal stage. Pick a few times every day to practice with JUST your index cards (no posters) in front of your mirror. This will give you an opportunity to work on:

- eye contact,
- voice projection, and tone variations

in an environment that is private and comfortable for you. After you feel ready, put on a few dress rehearsals for your parents, siblings, and neighbors. You may even want to organize a practice night at your 4-H club. Be sure that, during these rehearsals, you do EVERYTHING the way you plan on doing them at the actual presentation. You don’t want to be doing a science experiment for the first time on V.P. night. Planning ahead will allow you to know that every possible kink has been worked out. This will make you less nervous on the big night. Also, you may want to ask your parents to time you with a stop watch while you are rehearsing. This way, you can either add more information to make it longer, or take away some unnecessary stuff that is putting you over the time limit. Remember -- any visual presentation that is too short or too long will be penalized one ribbon placing.

There’s no getting around it; Visual Presentations require a lot of hard work. However, the work you put in will pay off in the personal satisfaction that comes as a result of the final product. You will feel very accomplished when you hear the applause of the audience as you say your final sentence, or when you hear the announcement of your name at the ribbon ceremony. Everyone will appreciate how much effort you put into your V.P., and you will be highly praised for it.

Well, now that you all are V.P. experts, get to work! Go home and cut, glue, stencil, color, and build models. Don’t forget to have a parent or leader fill out your registration form and send it in to your 4-H leader or 4-H office.

GOOD LUCK!
Speaking Suggestions

- Draw little symbols on your speech, at random points on the index cards. Draw eyes to make you remember to use good eye contact, or draw a big ! in a circle to remind you to use a strong voice.
- When making eye contact, don’t just look at the judges… include the whole audience! If you get nervous looking directly into people’s eyes, try skimming the top of their heads.
- Tell your parents that pictures should not be taken during your presentation. Flash photography may surprise you, and cause you to lose your train of thought.
- Do you fiddle with your jewelry? As beautiful as it is, take it off!
  
  ![Your physical mannerisms are very important to the presentation score.]

- Even though the judges may be sitting right up front, you need to speak LOUD enough so that the people in the back can hear you too. Have a parent sit in the back of the room to make a gesture if your voice is dying out.
- E-N-U-N-C-I-A-T-E! Also, make sure to vary the tone of your voice to keep people interested.
- Be sure to be expressive! Make it look like you are really excited about your topic, and smile often. The judges love a confident participant.
- Don’t bring friends to watch unless you are sure that they won’t make you giggle.
- Relax! Before you begin, try taking a deep breath and calming every muscle in your body. This will help you to get focused.
Materials List

- Poster board... preferably “foam core,” because it is durable and easy to move around during your presentation.
- An adhesive... preferably “rubber cement,” because it prevents edges from sticking up, and the paper from wrinkling.
- A manila folder for your research materials.
- Lettering for your posters... you can do this on a word processor (Microsoft Word). To make your lettering big enough to read, under “format,” click font. In the font box, type any size of lettering that you want. Usually, size 275 works well, but you may want to vary. It is good to pick one or two fonts (Tahoma, Comic Sans MS, Arial, Times New Roman, or another non-script font) and a maximum of four colors (red, black, green, blue, and other dark colors) to use for the print of the whole VP. Usually, the individual posters should only have 1 or 2 different text colors on them. Individual words should always be 1 color only.
- Markers... preferably permanent Sharpies in different colors to make bullets, write captions, or color in illustrations.
- Construction paper... to mount illustrations or groups of words on your poster. This is a great technique to make text come alive. Craft stores sell great products such as “Mat Stacks” and “Sizzix” that serve the same purpose.
- Index cards... to write your speech on. If you can find some that are attached to a spiral or a ring, it will prevent the cards from getting out of order. If you have loose cards, always number them, keep them in a Ziploc baggie, and check their order carefully before the presentation begins.
- Clear Gladware or Tupperware containers... these can be used to hold different items that you will need for a demonstration.
- Rubbermaid tubs or a sturdy canvas bag... use one of these to carry all of your miscellaneous V.P. necessities. Your posters can be transported in a garbage bag or artist’s portfolio.
- Table cloth... every presenter is provided with a table next to the poster easel for demonstrations or props. A table cloth gives your presentation a professional touch.
A Blue Ribbon Presentation

The material on this sheet has been taken from a supplement in an actual V.P. judge’s packet. Although some of the information may be a little repetitive, it is a good review, and also useful if your parents want to “grade” you during a rehearsal.

- Appearance
  ✓ School clothes, costumes that relate to the topic, are usually appropriate.
  ✓ Long hair should be tied back.

- Introduction
  ✓ Title of presentation should create interest.
  ✓ Participant may give personal information.
  ✓ The introduction should give the highlights of what you are going to be speaking about.

- Equipment
  ✓ Containers should be uniform wherever possible.
  ✓ Accidents do happen; always have surplus on hand.
  ✓ Brand names are okay as long as you aren’t promoting a specific brand. For instance, how can you do a presentation on the history of Legos without saying or using Legos?

- Time
  ✓ An informal time signal will be given at 9 minutes and 30 seconds. A signal will be given at 10 minutes at which point a judging time penalty will be given. At 10 minutes and 30 seconds, the presentation will be penalized one ribbon placing.

Under time presentations will be scored under “time” on the evaluation sheet with appropriate comments. Danish placing should not be dropped if the subject was adequately covered and was appropriate for the age and experience of the presenter.
• Content
  ✓ Major points = clearly planned, logical order, easy for audience to follow.
  ✓ Junior presentations should be at least 3 minutes and senior presentations should be at least 7 minutes, but both are to be no longer than 10 minutes in length.

• Workmanship
  ✓ Presenter should handle subject well, and cope with the

• Visibility
  ✓ Steps are easily seen by the audience in all parts of the room.

• Illustrative Materials
  ✓ Pointers are used more effectively than fingers.
  ✓ Printing should be clear; too many colors are confusing.
  ✓ Work should be done by the presenter.

• Sources
  ✓ If posters, handouts, or illustrations are not original, credit should be given to the source.

• Summary
  ✓ Complete but short.
  ✓ No new material may be presented.

• Questions
  ✓ All participants must ask for and restate the content of the question.
  ✓ If the participant cannot answer, he or she must admit lack of knowledge.
THE PLAN

Sticking to this schedule will keep you confident and relaxed... in addition to making the V.P. experience enjoyable.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brainstorm a list of possible topics</td>
<td>Narrow down your topic list</td>
<td>Decide on a definite topic</td>
<td>Surf the Web. Start your research on the computer; keep everything in your manila folder</td>
<td>Take a trip to the library for books on your topic</td>
<td>Continue to take notes on your topic</td>
<td>Continue to take notes on your topic</td>
</tr>
<tr>
<td>Write out your table of contents</td>
<td>Think of a model or demonstration</td>
<td>Buy all of the materials that you will need</td>
<td>Make rough drafts on computer paper of your posters</td>
<td>Finish your rough drafts</td>
<td>Write your introduction</td>
<td>Create your title poster</td>
</tr>
<tr>
<td>Create your table of contents poster</td>
<td>Write the speech for your first content poster</td>
<td>Put together your first content poster</td>
<td>Write the speech for your second content poster</td>
<td>Put together your second content poster</td>
<td>Write the speech for your third content poster</td>
<td>Put together your third content poster</td>
</tr>
<tr>
<td>CATCH UP DAY</td>
<td>CATCH UP DAY</td>
<td>CATCH UP DAY</td>
<td>CATCH UP DAY</td>
<td>Begin to work on your models and demonstrations</td>
<td>Finish up your models and demonstrations</td>
<td>Practice with your index cards</td>
</tr>
<tr>
<td>Practice with your index cards</td>
<td>Practice with your index cards</td>
<td>Practice with your index cards... with attention to voice</td>
<td>Practice with your index cards... with attention to time</td>
<td>Practice with your index cards... with attention to the demonstration</td>
<td>Practice with your index cards</td>
<td>Full Dress Rehearsal!</td>
</tr>
</tbody>
</table>