

1 APPENDIX 4.1—How to Record a Video of your Speech

Video Submission Guide for Members—How to Prepare for and Record your Speech

4-H members would submit a video of themselves saying their speech. Instructions would be included for speakers to follow. These instructions would include:

- Members should stand while delivering their speech, as opposed to sitting down.
 - Stand 2 to 3 feet from the phone/camera so you are appearing from the waist-up on your video
 - Turn off all outside noises, fans, etc.
 - Deliver your speech in a well-lit room, ensuring that the speaker is not back-lit (that is, not in front of window or light source)
 - Consider saying your speech in front of a plain background; That is, remove any “busy-ness” from the walls behind you (ex. an open closet; a bulletin board with a lot of papers on it, etc.)
 - To ensure a steady view, do not “hand hold” the camera. Find a place to set up the camera where the speaker is clearly visible.
 - Someone is able to assist you in the recording of your speech, though they should not prompt you in any way.
 - Make sure everyone in the house knows you are saying your speech so they keep the noise down and do not interrupt!
 - Members cannot use cue cards out of the camera view. Regular hand-held speech cards are acceptable.
 - Videos cannot be edited in any way. There should not be multiple “takes” within the speech – it should be one long recording with no stopping and starting. If you have any issues in uploading your speech submission, contact your event coordinator for assistance.
 - **Members must introduce themselves at the beginning of their speech.** This introduction must include: Name, Club, and Age category. Sharing your speech title in your introduction is optional.
- ◇ When uploading videos, members are encouraged to name their videos using the following format: Competitor Name, Club, District, Region, Age Category, Speech Title (i.e. Harold the Hare, Intermediate, “I love Carrots”)

Video Uploading Options:

Downloadable PDFs for each of these Appendix Items can be found on the 4-H website Public Speaking page.

Google Drive

- Refer to **APPENDIX #4.2.1**

YouTube video (must be “Unlisted” (private))

- Refer to **APPENDIX #4.2.2**

WeTransfer

- Refer to **APPENDIX #4.2.3**

Facebook Upload

- Coordinators refer to **APPENDIX #4.2.4—a. How to Create a Facebook Group**
- Members refer to **APPENDIX #4.2.4—b. How to Upload a Video to a Facebook Group**