

In-Person 4-H Public Speaking Hosting Considerations & Troubleshooting Tips

Rules For All In-Person Public Speaking Events:

- Competitions must stay under 30 people in the venue. This includes competitors, leaders, judges and family members. The 30 person capacity does not include video staff, instructors or building staff. Audience/spectators are limited to family members and judges under the 30 person capacity.
- Physical contact of any kind is prohibited.
- No group arrivals are permitted. Entry and exit times must be pre-determined and scheduled.
- Attendee lists must be collected and kept for a minimum of 30 days. Contact details must include date, time, name, address and phone number or email address.
- Competitors, their families and judges must wear masks at all times. Competitors CANNOT take off masks while speaking.
- Videos must be recorded in the largest space possible to maintain maximum distance between participants.
- 4-H Saskatchewan recommends to have one person designated to record videos and take photos, which you can then share after the event. This way, any extended family not allowed at the in-person event would be able to watch the speeches at a later date. To allow the same person to take video and photos, competitors can pose at the front after finishing their speech and wait for the photographer to take the photo.
- Everyone present must self-monitor for symptoms and use the self-assessment tool at saskatchewan.ca/COVID19
- Follow proper hand hygiene and coughing/sneezing etiquette:
 - Wash your hands frequently with soap and water. Scrub for 20 seconds.
 - If soap and water are not available, use hand sanitizer approved by Health Canada (DIN or NPN).
 - Avoid touching your face, mouth, nose and eyes.
 - Cough/sneeze into the bend of your elbow and then wash your hands with soap and water.
- Signs and warnings about the risk of COVID-19, including mandatory masks and frequent handwashing, must be posted. Commonly touched surfaces and shared equipment must be cleaned and disinfected after contact between individuals, even when not visibly soiled. Special attention should be paid to commonly touched surfaces, such as doorknobs, light switches, rails, etc. Please see the Cleaning and Disinfection Guidelines for more information.
- <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/environmental-cleaning-and-disinfection-guidelines>
- No food and beverage is permitted.
- Close drinking fountains. Water bottle filling stations are acceptable if appropriately and frequently sanitized.
- You must also following the guidelines for Banquets and Conference Facilities
- These can be found at: <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/banquet-and-conference-facilities-guidelines>

PLEASE ALSO REFER TO THE “HOW TO HOST CLUB AND DISTRICT LEVEL 4-H PUBLIC SPEAKING DURING COVID” HANDBOOK.

In-Person 4-H Public Speaking Hosting Considerations:

Date, Time, Location

- Pick a date prior to the next level of competition.
- Promote this with your speakers and judges specifically.
- District Public Speaking dates should be shared with your Regional 4-H Specialist

Budget & Fundraising

- Budget items may include
 - Facility Rental
 - Sanitization Supplies
 - Gifts for Judges
 - No physically thanking of judges during event (that is, shaking hands and giving out gifts). Verbal thanks is allowed, and gifts should be set at judges' table in advance
 - Awards for Speakers

Get the Word Out / Publicity

- Promotion of Event
 - Because of limited space within your location, and to control who is in attendance, do not encourage members of your community to attend this event.
 - Promote it to the speakers who will be attending, the judges, and any volunteers, as per the government restrictions.
 - Consider announcing to the community that there will be a private public speaking event in the community, but due to government requirements, the public will not be able to attend.
 - If you are providing virtual coverage of this event, advertise to the public that they can contact the club for further information on how to attend virtually.
- Media
 - Due to guideline restrictions, the media cannot physically attend your event.
 - However, you can still arrange to send them pictures or articles written about the event, or do an interview after the fact.

Judges

- The following considerations apply to selecting your judges this year:
 - If your regular judges are vulnerable to COVID-19 (ie. are elderly, have a compromised immune system, etc.), find alternate judges.
 - **Judges must receive the updated Judges' Orientation, found in the How to Host 4-H Public Speaking During COVID handbook.**
 - One organizer should place everything the judges need at their tables prior to the event. This includes: score sheets, program, pens, thank you gifts.
 - Judges should not receive water bottles / water pitchers and cups. This is because no food or drink can be consumed within the facility.
 - Also check with your in-person judge – will they be able to adapt to judging needs if the event must suddenly go virtual? Will they be able to judge a virtual speaker who is not comfortable presenting in-person?

MC

- You are able to have an MC at your in-person event.
- If a mic is permitted, the MC should have their own microphone that no one else uses.
- MC can assist with sanitizing between speakers if necessary

Awards

- Judges may announce winners / give comments as per usual 4-H Public Speaking events, however:
 - There will be no calling participants on stage for recognition. They may rise from being seated, when addressed.
 - Handshakes are not permitted.
 - Presentation of any award, certificate, medal, etc., is not permitted
- Participation prizes should be set out on individual chairs for speakers at event.

Sponsors

- While we certainly appreciate the assistance from our esteemed sponsors to helping us in making our Public Speaking events possible, *unfortunately Sponsors are not permitted to attend in-person public speaking competitions at this time.*

Agenda & Program

- Refer to APPENDIX #2 of the How to Host 4-H Public Speaking During COVID handbook for Agenda and Program samples
- One volunteer should lay programs on each chair for audience members, speakers, judges, etc. Programs should not be handed out as people enter, or set out in a stack for people to pick up at their leisure.

Registration

- Registration should be hands-free for attendees – no one should sign their name or fill in any documents at any time. Any information to be dropped of (ie. cheques, etc.) should be placed in a container (box, basket, etc.), left to sit, and opened at a later date.
- One volunteer can run the registration and check off names / obtain required information verbally, as people arrive.
- Appropriate signage should be in pertinent places so people know how registration is to take place. This should include floor signage that indicates where people are to stand (6 feet apart if in line, and the proper distance away from the registration table).
- If committee has access to one, registration tables can make use of a plexiglass border to shelter volunteers from attendees.
- The registration table is the best place to monitor attendees for contact tracing purposes. You will need to track absolutely everyone who was present at the event, and during what times. You will also need their contact information – a name and phone number will suffice.
 - Because no outside people are permitted at your event, contact tracing should be relatively easy. You should already have a good idea who will be in attendance at the event, and when they will be there.

Intermission / Break

- Audience members should not stand up and wander during any breaks. Audience members should remain seated / stand beside their seats
- Washroom lineups should be monitored to ensure social distancing is maintained.
- Food or drink may not be served at any time.

Snacks & Refreshments

- No food and drink are no permitted in the facility.
- Attendees who have brought their own water must drink it outside of the facility

Thank you cards / Gifts for Judges

- Any gifts or cards for judges should be placed at their tables (by one person) in advance of the event.
- There should be no formal presentation or gifts, cards, handshakes, etc. to judges.
- Verbal thank you's and applause is encourage

Set-Up & Clean Up

- Committee should follow the set-up guidelines as outlined in the How to Host 4-H Public Speaking During COVID handbook. This includes considerations such as socially distanced audience, judges tables, flow of traffic, etc.
- After each speaker, the podium and all related items / shared equipment must be sanitized.
- All surfaces, chairs, prop tables, podium, door handles, equipment, etc., must be wiped down as soon as audience members exit the building.

Photography

- Group photography is not allowed, however photographs of individual speakers may be allowed.
- Select one person to be your event photographer. This is to prevent multiple people (a.k.a. Moms! 😊) moving around the space to snap photos, etc.
- Suggestion: After each speech, have the speaker remain on stage for photo. Your photographer can be in a set location and will just snap a photo or two, and then the speaker should return to their seat.
- Do not set up photos in an alternate location for the following reasons:
 - Limiting movement is a priority
 - You will need to sanitize / worry about contamination at new location.

Troubleshooting Tips

What do I do if not all our speakers want to attend in-person?

- If one or two of your members are no comfortable with in-person, you should attempt to accommodate them virtually.
- This means they can attend virtually and present to their speeches directly to the judges.
- All virtual speeches should be presented to the judges at once, and not during the competition. The judges should either arrive before the other competitors, with enough time to watch the

virtual speeches, or the speeches can be presented to the judges after all the other in-person speeches have taken place.

- Speakers are not permitted to send a pre-recorded video.

How do I accommodate speakers virtually at our in-person event?

You must ensure your facility have decent cell phone coverage, or an internet or wireless connection that you can use.

- Use a “live chat” app between your speaker and the judges (via a committee member’s phone). “Live Chat” options may include apps / programs such as:
 - Facetime – this is only available to iphone users. You can have a ‘facetime’ chat with your speaker and judges, and the member can deliver their speech virtually.
 - Skype – both users must have the Skype program
 - Facebook chat option – both users must have Facebook accounts
- Use a “virtual meeting platform”, which allows all your virtual speakers to be present at the same time, as opposed to calling in individually.
 - Zoom offers a free virtual meeting for up to 45 minutes
 - 4-H Saskatchewan can offer the GoToMeeting platform, provided a staff person is available to host it at the specific time.

If you notice that the majority of people want to do virtual, then consider going virtual with your entire event.