

Presentations

Read the "Presentations" section of State Fair Book for details. (Note County Quotas) All presentations will be scheduled in advance.

Due Dates:

- * Presentation Scheduling - **August 1** - State 4-H office

OR

Immediately after completion of your presentation selection process. If selection of participants is made after Aug. 1, schedule using Showworks to the state 4-H Office in Corvallis to arrive before Aug. 28.

- After August 28, **call:** 503-588-6962 Salem - 4-H State Fair Scheduling Office. The preferred method of scheduling is the Contest Scheduling Form. Call only if the timing of your contest makes it absolutely necessary. Be sure to give us all the necessary information about possible conflicts. If scheduling is done by phone, the county office will be responsible for contacting each member with their scheduled date and time.

Scheduling Procedure:

- * Contest Scheduling Form is on the State 4-H Web site.
- * Make a copy of Participant letter from the following pages in this notebook.
- * Have all participants fill out Presentation Scheduling Forms (one form for each participant). Then send all scheduling on the Contest Scheduling Form.
- * Scheduling will be done only on days contest is offered at State Fair.
- * Times will be assigned on a first come first served basis.
- * Select alternates for the presentation contest when the county contest is held, so if the members chosen can not attend, State Fair the alternates can get the information and attend instead. Please do this re-scheduling as early in the month of August as possible.
- * For presentations including a live animal refer to "Presentations" "Special Situations" in the State Fair Book.
- * Send participant letter and a State Fair Book to each participant and their parents.
- * Send chaperon letter (in "Adult Supervision" section of this handbook) to appropriate person attending State Fair with your participants.

The scheduling form can be found at:

<http://oregon.4h.oregonstate.edu/fair-exhibit-and-contest-materials>

To: Participants in the State Fair 4-H Communications Contests

From: Sara Miller
OSU/4-H Youth Development Program Coordinator

Congratulations on being selected to participate in the State Fair! The first step is scheduling a time and date. Contests are only held on certain days and scheduled on a first come first served basis. **Your county office schedules your first and second choices with the State 4-H office.** Talk to your county office right away about how to do this (each county does it a little bit different). Available dates are:

August 28, 29, 30, September 2, 3, 4, 5, & 6. Presentations to be done at horse fair should be scheduled with Roberta Lundeberg, not through the normal scheduling process. Please provide as much information as possible (topic, live animals, AV needs) on the scheduling form. If we are informed ahead of time we should have a laptop and projector available for your use but be prepared as AV equipment is not 100% fail proof.

After your date is scheduled with the state office you will receive a postcard notifying you of your scheduled time and date. Your county office will provide you with admission pass(s) for the days of your contests. **If you need to change your date/time or decide not to participate it is very important that you let us know right away.**

Supplies can be unloaded behind the 4-H Exhibit building (yellow gate) however you may not park there. Be advised that traffic can be very heavy, especially on the weekends and give yourself plenty of time. Check in at the main desk when you arrive at the contest. If you have any questions please contact sara.miller@oregonstate.edu. Also we advise checking the state 4-H website prior to coming to the fair for the latest updates.

In addition please be aware that you cannot use items entered in other areas of the exhibit building (i.e. educational displays) in your contest. Items on display must remain on display for the duration of the fair.