

JOB DESCRIPTION FOR ROOM MONITORS

- ✿ Introductions are optional. Ask 4-H members if they want you to introduce them or if the introduction is a part of their presentation. Whether you introduce the 4-H'er or not you need to tell the judge who the next presentation is given by.
- ✿ Check in 4-H members for their scheduled appearance. Members may go ahead of their scheduled time, if no one is ready, or if a cancellation has occurred. **Please ask the participant if they are waiting for any spectators to view their presentation at the scheduled time.**
- ✿ Make substitutions when necessary to keep the event moving. Please let the judge know when substitutions are made.
- ✿ See that no one enters the room during a presentation.
- ✿ Keep an accurate list of those competing, any cancellations, etc. These should be posted and marked as members complete their presentations.
- ✿ Assist the judge in any way possible. Judges may sit any place they desire.
- ✿ Be sure someone (room monitor) is always present.
- ✿ Food & drinks are available for the judges. Please offer your judge something to eat & drink. These items will be available at the 4-H Concession Stand in the cafeteria. They will have a short break scheduled in to let them take a meal break.

Thanks for your help in making this 4-H Day event a successful one for all involved!

