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!