

# VIRTUAL SHOWCASE GUIDELINES

WASHINGTON STATE UNIVERSITY



Counties are trying to make difficult decisions regarding fairs and remaining in compliance with COVID-19 guidelines. The looming question is: Will your county 4-H program need to adopt a virtual showcase format and when do you need to make that decision?

County by county, communication will be critical to this process/decision including the fair board, fair manager, County Commissioners' and Extension staff. Remember that each county situation is different and will determine what/if a Virtual Showcase looks like for their 4-H community. It is the 4-H Office responsibility to ensure WSU 4-H Policies are followed.

## Considerations:

- What systems (online entry forms, google docs, YouTube Channel, etc.) do you need to put in place and how will you work with your volunteers to implement them?
- Exhibit Format - determine if your participants will need to make a video of their project to submit, or will you only be able to accept photos? Could you accept static exhibits at a central location and have judges evaluate them?
- Will you be able to conduct interview judging or hold demonstration contest face-to-face and still practice social distancing?
- How will youth show what they have learned? Will there be an opportunity for youth to receive feedback about the project? If so, how will that happen? Even with a virtual format, animal ownership/management guidelines; and other specific project guidelines should be met.
- Will there need to be a limit to the number of classes that can be entered in multiple class project areas? Will there need to be a limit on classes that can be offered? "Classes" for evaluation purposes need to align with Washington age division and respective requirements including no cross-age competition
- Danish System—judged against a standard—blue, red, and white following standards and/or scorecard for the respective projects.
- Appropriate dress for safety and representative of the 4-H program and specific project dress for safety especially for animal projects

- Equitable, equal access, and ADA compliant
- For animal science project, the primary showcase priority is showmanship followed by type, performance, obedience, etc
- What can you reasonably do to ensure equitability for program participants? What technology do your 4-H members have access to and what can you do to help them?
- Health and safety of others physically and also in a virtual setting. Please refer to [Washington 4-H Policies & Procedures](#): 13.1 Adult and Youth Interactions and 13.4 Privacy Policy.
- How can you/your county keep this simple while keeping the essential elements of youth development the priority?
- What resources will be available, and what might be supported by your county fair (e.g., board, manager, management systems, ribbons, judges, staff, etc.)

## County Extension Office Responsibilities

*This will vary dependent upon the unique situations of each county.*

### Preparation:

1. Decide on a platform or virtual system to collect submissions.
2. Determine whether exhibit will be conducted over live or recorded video, and/or photo submissions.
3. Class List: determine what classes or events can be offered virtually.
4. Publish and distribute the entry guide and schedule as soon as possible. Create these in collaboration with the responsible council/board and assist with distribution to 4-H youth and leaders.
5. Develop and distribute marketing materials such as fliers for email and social media that can be used before and during the event, as well as a plan for announcing winners after. This can be delegated to volunteers, but final approval of material needs to be made by Extension office.
6. Communicate with judges and orient them with the online processes. Set up contracts with judges and make a point to contact them on the phone to ensure your dates are still available. Provide judges with evaluation guidelines if they are different than posted in the fair book and an expectation of when judging needs to be completed. Depending on the project, email project requirements to help save time.
7. Set up reminders for participants of the schedule and deadlines.

8. Evaluation criteria provided for each project and class.
9. Provide judging rubrics, guidelines, and training on using the Danish system of judging.
10. Create a plan for interview type judging. Interview judging could be conducted via Zoom meeting. Send the link ahead of time along with meeting date and time to the exhibiting youth and judges. Consider setting the event to be recorded. Judges would complete an evaluation to be emailed to the county office. Keep in mind two adult volunteers/staff/faculty must be present on all zoom events.
11. Create a plan for demonstrations and public presentation. Demonstration and public presentation contest can be conducted via Zoom like interview judging or youth can submit a video.

### Judging & Feedback:

1. Build class lists with exhibitors listed by exhibitor number. Class lists can be built in Excel or the current fair program being used.
2. Sort the projects by class and organize all links from county youth.
  - Try to keep the class size small enough so a judge can logically and efficiently evaluate them.
3. For recorded video and photo submissions:
  - Entries need to be reviewed by a 4-H professional or a middle management volunteer from the extension office.
  - Label files and folders in a consistent manner that is easy to navigate (e.g., by project, class, exhibitor name, age, and club name).
  - Check links to make sure the videos work and were uploaded properly. If a link doesn't work, contact the participant so they can resubmit.
  - Check that each exhibitor has a completed and approved media release form if submitted media with youths' image and/or name will be viewable to the public.
4. Provide links and/or access to files for judges.
5. Once class is filled, send an email to the judge with projects listed by class with video links for each project.
6. Share judges' results and comments back to the participant.
7. Provide instructions for picking up any awards, materials or static exhibits which need to be returned to the member.



## Participant Responsibilities

*This will vary dependent upon the unique situations of each county.*

1. Submit any required registration paperwork by the given deadline.
2. Be aware of entry requirements and expectations.
3. Be prepared to upload a video or photo of your project and ensure all settings are “private” or “unlisted.”
4. Make sure your project is prepared as you would present it to the judge for in-person judging.
5. Wear appropriate attire (refer to your exhibitor guide).
6. Video and photo submissions:
  - Cell phones can be used to take videos/photos.
  - Focus on the project and capture all views and angles of the project. Read instructions carefully ahead of time and watch the sample video if one is provided.
  - Make sure you include some footage of the exhibitor with the exhibitor’s face visible and the project (if appropriate).
7. Videos should be appropriate in length and submitted in the horizontal/landscape mode.
8. Submit your material (any documents, photos, and/or videos) and project details via email or the platform made available for the virtual show. Refer to your county guidelines.

## Judge Responsibilities

*This will vary dependent upon the unique situations of each county.*

Prepare yourself with information about the project you will be judging (project materials, rubric, guidelines).

1. Attend any required judge’s trainings.
2. Understand the Danish judging system prior to judging.
3. Judges should receive an email from the county extension office with the list of class information and the links to the videos or pictures.
4. View the videos or pictures.
5. List the scores/rankings of the projects.
6. List the ribbon color of each project.
7. Provide a 20-word (or less) reason for the score/ranking or ribbon color (positive and constructive feedback).
8. Submit the ranking and information back to the County 4-H Professional.

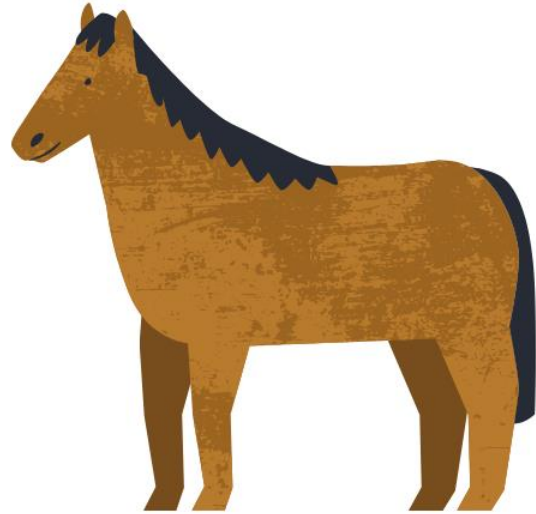
## Guidelines for Equine

- Primary focus should be on positive youth development.
- Class list priority is showmanship, then equitation classes. We discourage pleasure and halter classes.
- Entries must follow state 4-H program policy; animal ownership/management guidelines; and [PNW 4-H Horse Contest Guide](#).
- Focus on safety for the youth, both from a horse handling/riding standpoint and also virtual safety—each county is different in regard to where kids can ride, for example: is it their pasture or small paddock, or an arena, or private facility or public facility.
  - Choose patterns that would accommodate very limited riding space such as a narrow paddock or dirt road.
- Exhibitors should dress appropriately for safety—helmets; boots; long pants, long sleeve shirt/blouse.
- Appropriate use and fitting of tack and equipment.

## Recommendations for Equine

- Keep it simple. Follow local county guidelines such as rules/safety that is the usual part of their county program, but not less restrictive than state policy or [PNW 4-H Horse Contest Guide](#).
- Use the Danish system — Champion/Reserve Champion do not have to be awarded.
- Guidelines for doing a video:
  - Video length: we recommend shorter patterns that run 2 to 3 minutes as longer videos may be cumbersome to judges and their availability to provide feedback.
  - Indicate on all patterns/explanations of elements where the camera should be located.
  - Focus on safety.
  - Require audio to ensure there is no coaching.
- Provide a timeline or time span to get video taken and submitted.
  - Give exhibitors at least one week to take and submit their video. Consider offering one to two classes per week over a longer time span.
- If using patterns—keep them simple and based on skill level and age. If possible, keep patterns short. Less is more and will provide ample opportunity for learning and horsemanship for all equine exhibitors.

- Counties that are adjacent to each other may want to combine resources— maybe one county does showmanship, and then another county does Hunt Seat Equitation Over Fences/Hunt Seat equitation/Dressage and a third county does the other equitation classes.
- Limit class registration to encourage local participation rather than “going big” beyond your community.
- Think about adding other “showcase” items—such as asking knowledge questions; write an essay, artwork, public presentation, etc.
- Secure judges that understand positive youth development; 4-H; Danish system of judging; and horses and are comfortable judging in a virtual platform. Judges should understand the importance of equity, access, and safety of participants in a virtual judging context.



## Guidelines for Livestock

Fair and exhibition closures may result in adjustments to offerings and how we evaluate the project areas and guidelines that are set in place. It is possible to evaluate showmanship and quality of the animal virtually with videos produced with a handler.

Refer to **Section 9: Animal Exhibit Tools for Success** for more considerations for the virtual livestock projects.



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