TO: Public Presentations/Public Speaking Participants
Impromptu Speaking Participants

FROM: Washington State 4-H Fair

SUBJECT: State 4-H Fair Participation Information - 2024

Congratulations! Your achievements have made it possible for you to represent your county 4-H program at the Washington State 4-H Fair. I hope your experiences at State 4-H Fair this year will be good ones. State 4-H Fair organizers have prepared the following information for you, to help make your visit a satisfying one. Please see the last page of this letter for important instructions and personalized information.

PRE-ATTENDANCE INFORMATION: Please read this memo carefully. Check current maps for new or unfamiliar locations. Additional information about security, parking, dorms, passes, and camper space rentals is available in WS4HF/1.10m, and is not repeated in this letter. Ask your county office for a copy if it is not included with this letter.

There are new gate opening and ticket sales times that you should be aware of, for anyone entering the fairgrounds before 10 a.m. For more information, see WS4HF/1.10m or go online to www.thefair.com.

The State 4-H Fair Exhibitor Guide is online at: http://extension.wsu.edu/4h/fairs/state-4-h-fair/. Information in the State 4-H Fair Exhibitor Guide is not duplicated here.

The 4-H Exhibit Building is on the second floor of the Pavilion, #17 on the fair map. The 4-H building opens at 9:00 a.m. 4-H staff are not prepared for your earlier arrival before that time. If you arrive in Puyallup after 11 a.m., allow yourself 1 hour to park, go through search checkpoints, find the 4-H Exhibit Building, and bring in any supplies you have. If you arrive after 10:00 a.m. on Saturday or Sunday, allow yourself 1½ hours. There is a delivery tram available inside the Service Gate (14th Avenue) to deliver heavy items to on-grounds locations. Allow at least ½ hour extra time for use of the delivery tram; they deliver to various on-ground locations on a pre-determined schedule.

EXHIBITOR INFORMATION FORM: Please register online at: https://Washington-state-4H.fairentry.com
If unable to register online please complete Exhibitor Information Form WS4HF/1.01m. The form is available at your County Extension Office. This form should be mailed in time to be received at the State 4-H Fair before your first day of activity.

SCHEDULING YOUR PRESENTATION:

Jennifer Leach, State 4-H Equine Specialist, will contact the participants in the National Equine Presentation Contest directly regarding scheduling of their presentation.

If you will be making your presentation or speech while at the State 4-H Fair with your obedience dog, your county’s coordinator for State 4-H Fair will not schedule your presentation time; instead, you are expected to let the Obedience Dog Superintendent know of your plan early on your dog show day. Arrangements will be made for you at that time. Live animals may not be used in any public presentation.

If you will be making your presentation or speech while at the State 4-H Fair for your livestock show or horse show, your county’s coordinator for State 4-H Fair will not schedule your presentation date or time; instead, you must let your show superintendent know of your plan early on check-in day. Arrangements will be made for your activity on one of the days you are at the fair with your animal. Live animals may not be used in any public presentation.

If you are a home schooled 4-H member, you are encouraged to schedule your participation at State 4-H Fair during the weekdays, regardless of your assigned county day. Your county’s coordinator for State 4-H Fair can help you by requesting the date, but you will need to call the State 4-H Fair to schedule the time for your presentation.

If you plan to make your presentation or speech on your county’s scheduled day, the county’s coordinator for State 4-H Fair will schedule your activity time on that day. You will not need to make any pre-attendance contact with the State 4-H Fair.

If you are scheduled and then can’t participate, please call the State 4-H Fair Asst. Mgr.’s office at (253) 841-5175. This telephone number will work beginning August 29. If you need to change your scheduled time, please call the superintendent’s number. You are encouraged to ask for rescheduling assistance.
For your convenience, you are encouraged to ask for your presentation to be scheduled on a day you are at the State 4-H Fair with other activities or exhibits.

However, if your name is not on the list of qualified participants from your County Extension Office, you will not be allowed to give your presentation at State 4-H Fair.

Please check in with the presentations superintendent immediately upon arrival, to make or confirm your time assignment. Then, plan to be at least 15 minutes early for your public presentation or public speaking activity. Sometimes there are opportunities to begin earlier than scheduled, due to “no shows” by other participants.

Presentation schedules are a guideline only; the length of each presentation differs, and affects the schedule of remaining presentations.

**GIVING YOUR PRESENTATION:** The presentations superintendent will instruct you to set up your presentation area while the judge is in conversation with the previous presenter. You are expected to set up for the presentation yourself, without the assistance of leaders or parents. Your presentation should use no more than 20 minutes from the time you begin to set up until you complete your presentation and take down your equipment. The judge will then spend a few minutes discussing your presentation with you, and giving you a ribbon and score sheet. Please note that National Equine Presentations and Commodity Presentations have a different time limit. Please refer to the exhibitor guide.

As a State 4-H Fair participant, you represent the Washington 4-H Program. Behavior and appearance that shows pride and respect for yourself and the 4-H organization is expected of all 4-H exhibitors. Courteous, appropriate language is expected. Wearing clean clothing, appropriate for the activity you are participating in, is part of your State 4-H Fair exhibiting responsibility.

A podium, microphone and microphone stand will be provided for public speaking participants. A table, poster easels, and head-set microphones will be provided for public presentation participants. Microphone use is required for both Class 1 and 2.

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**Name of Participant:**

YOUR COUNTY EXTENSION OFFICE HAS FORWARDED YOUR NAME TO THE STATE 4-H FAIR AS A PARTICIPANT IN EITHER THE PUBLIC PRESENTATIONS CLASS, THE PUBLIC SPEAKING CLASS, OR THE NATIONAL EQUINE PRESENTATIONS CONTEST.

YOUR NAME WAS PLACED ON LIST # _______ (below). YOUR PRESENTATION WAS SCHEDULED FOR (day)________________________, SEPT. _________ YOUR PRESENTATION WAS NOT SCHEDULED FOR A SPECIFIC TIME. (circle one)

PLEASE READ THE INFORMATION MARKED FOR YOU BELOW, AND FOLLOW INSTRUCTIONS SPECIFIC TO THAT INFORMATION:

- ☐ LIST #1: YOU HAVE AGREED TO GIVE YOUR PUBLIC PRESENTATION/PUBLIC SPEAKING PRESENTATION AT STATE FAIR ON YOUR COUNTY DAY. DATE AND TIME ARE LISTED ABOVE.
- ☐ LIST #2:
  - ☐ YOU WILL BE PARTICIPATING IN OTHER FAIR ACTIVITIES ON THE DAY YOU HAVE ASKED TO BE SCHEDULED FOR YOUR PRESENTATION
  - ☐ YOU HAVE INDICATED YOU ARE NOT ABLE TO ATTEND THE FAIR ON OUR ASSIGNED COUNTY DAY.
  
  **YOU MUST CONTACT THE PRESENTATIONS SUPERINTENDENT**, TO ARRANGE A TIME FOR YOUR PRESENTATION. Please call 253/770-5410 (beginning August 22) to schedule your presentation day and time. If you delay scheduling your presentation, you may have difficulty getting the presentation time you want, or getting any time assignment on that day. Presentations must end by 7 p.m.

- ☐ LIST #3: YOU HAVE CHOSEN TO GIVE YOUR PRESENTATION VIRTUALLY VIA ZOOM. DAYS OF VIRTUAL PRESENTATIONS WILL BE LIMITED TO FIVE DAYS THROUGHOUT THE FAIR. EXHIBITORS WISHING TO PARTICIPATE VIRTUALLY MUST CONTACT THE STATE 4-H FAIR OFFICE FOR SCHEDULING AND TIME AVAILABILITY. Please call 253/770-5410 (beginning August 22) to schedule your presentation day and time.