



**RUTGERS**  
New Jersey Agricultural  
Experiment Station

# TIPS FOR RECORDING YOUR 4-H PUBLIC PRESENTATION

*Presenting to a camera is different from presenting to a live audience.  
Here are some tips for recording your public presentation on a smartphone.*

## HAVE EVERYTHING YOU'LL NEED

Have your presentation materials ready. Any note cards, props or visual aids you'll need should be within reach.

## FIND A GOOD LOCATION

Choose a quiet place to give your presentation. *You don't want to be distracted or interrupted!*

## POSITION YOUR PHONE

Consider how you will keep your phone steady. This can be as simple as stacking books on a table and propping your phone against them, or using a camera tripod, if you have one.

Try to keep the camera lens a little below eye level; you should be looking slightly downward towards the lens.

## SETTING UP YOUR PHONE

In your phone's settings, switch it to *Airplane Mode*. This will prevent you from being disturbed by interruptions or calls during recording.

Turn your phone sideways in Landscape (horizontal) mode, not Portrait (vertical) mode.

Have the camera's screen facing towards you. You'll be using the front-facing camera. (You may want to have someone help you position yourself.)

## CLEAN THE CAMERA LENS

Phones pickup all kinds of smudges during daily use. You can use a soft cloth to wipe it off. (Microfiber cloths, used for cleaning glasses, are great for this!)

## CONFIGURE YOUR PHONE TO RECORD

Make sure you have enough space to record. You shouldn't need more than a gigabyte (GB) for your presentation. Your phone may allow you to record at a very high resolution, but a smaller file will be easier to upload later. Check your camera's settings and use the lowest resolution (720p on iPhone, 1280 x 720 on Android)

Set your phone's camera app to video mode and switch to the front facing camera (*aka Selfie mode*)

## FRAME YOUR SHOT AND SET SOME LIGHTING

Make sure your phone is horizontal and level.

Position yourself in the shot, slightly off from the center.

(This assumes your phone's camera is positioned just above the screen when the phone is in portrait mode.)

Use ceiling lights, floor or table lamps to make sure you're well lit. Move lights around to see what looks best when you're in position.

Alternatively, you can record with a window providing light from the side.

## RECORD A TEST

Hit record and make a quick test video. Play it back to make sure you can be heard. (It's easier to make adjustments now...*than finding out after your presentation!*)

It's good to rehearse any moves to make sure you've allowed enough space that you won't go in and out of frame.

## ACTION! TIME TO RECORD

Look at the phone's lens-*not the screen*. This allows you to keep eye contact with your viewers.

### WHEN YOU START:

Hit Record, get into your position, and set yourself (count to three in your head), and start

### WHEN YOU FINISH:

You won't be able to take questions as you would with an in-person presentation. So, hold your position, look into the phone's lens, say something to indicate you're finished (ex. *Thanks for listening to my presentation on\_\_\_\_\_*) count to three again in your head and then click the Record button off.



## Sussex County 4-H Public Presentations Video Division Frequently Asked Questions

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**Q: What are some guidelines I should be aware of?**

**A:** Participants must be in the Kindergarten through 13th grade (or one year after high school) as of September 2020. Participants are encouraged to give their presentation at least once before submission. This is good practice. *Please dress appropriately for a county event, appearance is important!*

Judging is done according to the Danish system as follows:

Excellent (90-100) <b>Blue</b>	Very Good (80-89) <b>Red</b>	Good (79 & below) <b>Yellow</b>
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All participants will receive their score sheet, and their Danish ribbon after the conclusion of the scoring period.

**Presentations will need to be submitted by 11:59pm on Monday, March 15<sup>th</sup>.** Judges will then have until Friday, April 2<sup>nd</sup> to evaluate submissions.

Due to New Jersey social distancing guidelines, we are asking participants refrain from doing team presentations this year. This will also include sibling team presentations, to make things fair for all 4-Hers. We apologize for this inconvenience and any disappointment it may cause. Rutgers Cooperative Extension remains committed to do our part in slowing the spread of COVID-19 to help our clubs, communities, country, and world as safe as possible.

In order to participate in the State 4-H Public Presentation Program, youth **must be a registered 4-H member by Jan. 1<sup>st</sup> of the current year, in grades 8<sup>th</sup>-13 as of September 2020 and must score an Excellent at the county level.**

## Video Criteria

**Q: Should I film in front of an audience?**

**A:** Filming in front of an audience is **NOT** required for a virtual 4-H Public Presentation. We recommend presenting in front of family, if you would like to present to an audience! As long as there is no background noise and the camera can record the presenter/presentation clearly, feel free to try this method.

**Q: I have visual aids. How should I record my video to capture them and myself speaking?**

**A:** There are multiple ways you can record your video when using visual aids. The judges will take this unique situation into account. Don't make it overly complicated.

**Posters-** If you are using posters as your visual aids, you may want to tape them up or have someone else hold them for you while you present.

**Slides -** You can present from a laptop/computer screen and video yourself alongside the screen. The trick is to do a short test video and make sure the images and text on your slides are being captured by the video well. If you have the equipment, you can display your slides from a phone or laptop to a smart TV (there are a few different methods explained [here](#)). Another option is to record yourself on a video conferencing platform, like Zoom where you can share your slides while you are being recorded. In that situation, be sure to make eye contact with the webcam as you present.

The most important thing is that the judge can see you— *YOU are the most important part of your presentation.* The next most important thing is for the judge to see your visuals.

***Q: How do I incorporate audience questions into my virtual presentation?***

**A:** The audience question portion is NOT required for this division. Presenters will receive points for ending their presentation by asking if the audience has any questions regardless if no one is able to respond. We recommend filming in front of a live audience (your family members) in order to practice responding to questions.

***Q: How long should the presentation be?***

**A:** Presentations should be between 5 - 15 minutes long. Videos that are under or over time will result in score deductions. Note- Cloverbuds are welcome to submit a presentation of between 3 - 7 minutes long. Cloverbud presentations will not be judged but will receive feedback and a participation ribbon.

4-H members in grades 8-13 who are interested in qualifying for the state level contest should submit a presentation between 8 - 15 minutes long.

***Q: Can I do my presentation more than once?***

**A:** We recommend practicing your presentation at least once before creating a final submission. Please note that each participant may only submit ONE VIDEO to be judged.

***Q: Can I edit my video?***

**A:** We ask that any video submitted be filmed in one shot. This means that videos should not show evidence of editing including splicing and rearranging clips to produce one video. The only exception is in the case where you need to move location for the presentation to continue (i.e. moving from an inside room to a barn, shooting range, kitchen, etc).

***Q: I recorded my club presentation. Can I submit this video?***

**A:** Sure. If you already recorded your club level presentation and would like to submit it, please do. Check the video to make sure the recording quality was sufficient. Note- if you qualify for State Public Presentations you will be expected to submit that same presentation again at the state level, although we do suggest re-recording based on the feedback you receive from your county judges.

## Video Submission

### Q: How do I upload my video?

- 1) Log into your account on [www.youtube.com](http://www.youtube.com). If you do not already have an account, please work with your parents to create one.
- 2) Once you are logged in, you will see four icons on the top right corner of the website screen. Click on the camera icon and select “Upload video.”
- 3) You will be brought to a screen that allows you to either drag and drop and file from your desktop or upload a file from your documents. Once you have selected your file, please give it a title (name of your presentation) and a description. Please include your **Name, County, Grade, Presentation Type, and Presentation Title** in your description.
- 4) Once this is done and the upload is complete, you should see a link to your video on the right-hand side of the screen. Copy this link and paste it into the Sussex [County Public Presentations Video Upload Form](#).
- 5) After this is complete, you will see a few options for video settings/restrictions. *Make sure you select to make your video **Unlisted***. This ensures no one can find your presentation video unless they have the link. If you do not mind your video being made public, you can skip this step. Please make sure you do not select to make your video “private,” or you will be the only person able to see your submission.
- 6) Once you have established all the settings and controls you want to, make sure to save your video and that your link is submitted to the 4-H Office, regardless of whether you chose to make your video public or private.

If you have trouble with YouTube and are more familiar with another upload site you may use that as well. You will just need to be able to provide a link that is accessible to the public so we can share it with our judges easily.

If you have technical issues, or questions please contact Dave ([foord@njaes.rutgers.edu](mailto:foord@njaes.rutgers.edu)) or Tanya ([patrie@njaes.rutgers.edu](mailto:patrie@njaes.rutgers.edu)).

### Q: Can I submit my video through my phone?

**A:** Yes! YouTube can be accessed on smart phones. To submit a YouTube video via smartphone/tablet:

- 1) Make sure you are logged into your YouTube account from your device.
- 2) Select the camera icon in the top right corner of the app screen.

- 3) Grant YouTube permission to access your camera roll, and then select the video you would like to upload
- 4) Make sure to title your video and give an appropriate description (Name, County, Grade, Presentation Title, and Presentation Type)
- 5) After this is complete, you will see a few options for video settings/restrictions. Make sure you select to make your video “unlisted.” This ensures no one can find your presentation video unless they have the link. If you do not mind your video being made public, you can skip this step.
- 6) Once you have established all the settings and controls you want to, make sure to save your video.
- 7) Allow your video to upload. You may have to refresh your page once it’s complete.
- 8) You should see three little dots towards the right side of your video. Click on this and select the “share” option. You can now e-mail the video’s URL link to yourself. Please make sure you do this whether you make your video unrestricted or public, and make sure to copy and paste it into your registration form for your county to have access.

***Q: I am having trouble uploading my video. What can I do?***

A: Try out these tips on uploading your video.

- Make sure all the required information is filled out
- Check the file type
- Check the file size
- Try uploading the file on a different device
- Make sure you are connected to a good internet source
- DO NOT refresh the page while uploading the video
- Try a different browser

If you are still having issues, and have tried submission through YouTube please contact Dave ([foord@njaes.rutgers.edu](mailto:foord@njaes.rutgers.edu)) as soon as possible.

***Q: Can I submit a video more than once? \_***

A: No. Each participant is allowed one video submission.

***Q: How do I know if my video was submitted correctly?***

Please test the link prior to submission to ensure that it was submitted correctly. Your county 4-H staff will check the link before they send it to the judges for review. They will contact you if there is an issue with your video.

## After Submission

**Q: *When will I receive my results?***

A: The judges have until April 2 to judge virtual presentations. An email including a PDF of your score sheets will be sent out by the second week of April.

**Q: *What happens to my video after I submit it?***

A: Video links will be shared with the judges. They will complete the Public Presentations Score Sheet for your type of presentation. Your county office will send you a copy of your score sheet(s) after the judging period ends.

**Q: *What if I do not receive my results?***

A: If you have not received your results after the second week of April please contact the 4-H office.