TEXAS 4-H & YOUTH DEVELOPMENT



September 16, 2013

MEMORANDUM

TO: County Extension Agents

Texas 4-H Faculty

FROM: Laura A. Huebinger

Extension Program Specialist 4-H & Youth Development

SUBJECT: 2014 TEXAS 4-H ROUNDUP – SHARE-THE-FUN CONTEST

Howdy! I am pleased to provide you with the 2014 Texas 4-H Share-The-Fun Contest Rules and information. Please provide this information to your counties immediately so that they can become familiar with the information. There are minor changes in the specific rules for this contest for 2014, as well as an additional category being offered – Dramedy! Included in this packet are the following pieces:

Laura a. Hulringe

- 1. General Rules & Information
- 2. Contest Category Descriptions
- 3. Definition of Terms for Score Sheets
- 4. Seven (7) Individual Score Cards (one for each category)

NOTES:

1. A total of 7 categories will be offered for the 2014 contest.

- 2. **NEW THIS YEAR!** An additional acting category has been added called Dramedy.
- 3. The first and second place district winners in each of the seven (7) categories qualify for Texas 4-H Roundup.
- 4. The first and second place entries in each category from District advancing to Texas 4-H Roundup may be from the same county. If a county has an entry in each category at District and each wins first or second, then they can all advance to Texas 4-H Roundup.
- . Please note the Texas 4-H Roundup rule change: 4-H members <u>MAY</u> enter the same category in which they have previously been part of a first place entry at Texas 4-H Roundup; including the category in which they won first.
- 6. The Share-The-Fun Orientation for all categories will be held on <u>Wednesday, June 11, 2014</u> and the Contest for all categories will be held on <u>Thursday, June 12, 2014</u>. Youth may only compete in one Share-The-Fun Category each year.

More information for teams qualifying for Texas 4-H Roundup will be sent to those counties in the spring. If you have questions concerning Share-The-Fun for your DISTRICT contest, please contact your 4-H Specialist coordinating that event. If you have questions pertaining to the rules for the state contest, please contact me.

Thank you to a small steering committee of agents dedicated to making this a successful 4-H event: **Charlene Belew**, Glasscock County, District 6, County Extension Agent – Family & Consumer Sciences **Phyllis Griffin**, Cooke County, District 4, County Extension Agent – 4-H & Youth Development **Mandi Seaton**, Lamb County, District 2, County Extension Agent – Family & Consumer Sciences

Central District 8 | 4-H &Youth Development Texas A&M AgriLife Extension Service 1229 N US Hwy 281 | Stephenville, Texas 76401 Ihuebinger@ag.tamu.edu | http://d84-h.tamu.edu Tel. 254.968.4144 | Fax. 254.965.3759



2014 TEXAS 4-H ROUNDUP SHARE-THE-FUN CONTEST



General Rules & Information

Superintendent: Laura A. Huebinger

Extension Program Specialist 4-H & Youth Development

- 1. <u>Categories</u>. There are seven (7) categories, each with a separate description and score card. Category descriptions are listed in Texas 4-H Roundup Guide and in the enclosed Contest and Category Descriptions. The seven (7) categories are:
 - Celebrate 4-H
 - b. Choreographed Routines
 - c. Dramedy
 - d. Musical/Instrumental
 - e. Poetry/Prose
 - f. Solo/Band Performance
 - g. Vocal

To determine category for entry, refer to the descriptions on the enclosed Contest and Category Descriptions. County Extension Agents are strongly encouraged to review entries for proper category, appropriateness of material, and ensure that all other rules and regulations are followed.

- 2. <u>Advancement to Texas 4-H Roundup</u>. The first and second place winners from each category at District will qualify for Texas 4-H Roundup. If a county has an entry in each category at District and each wins first, then they can all advance to Texas 4-H Roundup. 4-H members <u>MAY</u> enter the same category in which they have previously been part of a first place entry at Texas 4-H Roundup; including the category in which they won first.
 - 3. <u>Presentation Material</u>. <u>PARTICIPANTS MUST COMPETE WITH THE SAME MATERIAL AT ALL LEVELS OF COMPETITION</u> COUNTY, DISTRICT, AND STATE. For example, you cannot choose one song for your act and then change songs between District and State. Acts may fine-tune performances based on critiques from county and district judging, but changing material completely is prohibited.
 - 4. **Judges**. Judges/Superintendent will determine:
 - a. If an entry is in correct the category.
 - b. The order of performance at the awards assembly at Texas 4-H Roundup.
 - 5. Judges' Decisions. All decisions by the judges will be final.
 - 6. **Schedule**. The **TENTATIVE** schedule for the Share-The-Fun Contest will be as follows:

Wednesday, June 11, 2014

2:00-4:00 p.m. Unload props for all categories 4:00-5:00 p.m. Orientation for all categories

Thursday, June 12, 2014

9:00 a.m. Judging begins

4:00 p.m. Awards Program for all categories

8:00 p.m. General Assembly & Share-The-Fun Showcase

- 7. <u>Props.</u> Regulations for props should be followed. Props utilized must be able to go through doors that are 6 ft. wide and 7 feet tall. Each entry will be allowed to bring props that will be able to be stored in a space that is 3 feet X 8 feet. Space at the state contest is LIMITED!
- 8. **Prohibited Materials.** The following materials may not be used in any category: talcum powder/baby powder, flour, pies, food, water, oil, feathers, flower petals, hay, straw, helium balloons, glitter, sand, confetti, or other substances which are hard to clean up, may cause damage, or be dangerous to participants. No roller skates, shoes with spikes, cleats, motorized vehicles, live animals or real fire arms will be allowed.
- 9. <u>Recorded Music</u>. Participants take risk with technical difficulties by using music on CD that has been recorded from another source. The sound systems in contest rooms are of high quality and may not play some types of files. If there are technical difficulties with your music because it will not play properly on the in-house system, participants should be prepared with a backup CD player. Only ONE CHANCE to change out equipment will be allowed. If CD skips because of scratches, the performance will not be started over. Any other technical difficulties with in-house equipment will be addressed on an individual basis as seen fit by theater staff and/or the Contest Superintendent. Please note at Texas 4-H Roundup a CD is preferred over an iPod/mp3 player. The CD should be burned as a CD, not as an .mp3 or .wav file.
- 10. <u>Time Limits</u>. Time limits for all categories will be strictly enforced. <u>All categories</u> have a time limit of six (6) minutes for presentation and four (4) minutes for set-up and break down, for a total of ten (10) minutes per act. A penalty of five (5) points per minute or part of a minute over the time limits allowed will be deducted from the total score.
- 11. <u>Adult Assistance Set-up</u>. Only <u>adult coaches and/or agents</u> will be allowed back stage, in the vicinity of the storage area of props, and to assist the 4-H members with set-up and break down of props and equipment. 4-H members or other youth who are not a part of the team will not be allowed to assist with set-up or take down.
- 12. <u>Adult Assistance Performance</u>. During a performance adult coaches may give cues for music at the sound booth or back stage and help with costume/prop changes back stage. They are NOT allowed to participate in any other form in the act while the act is going on. Any voices heard during the performance from back stage must be either a participant OR a recorded voice.
- 13. <u>Accompanist</u>. NO Accompanist will be permitted for any category. If music is required, it must be on a CD, iPod, or other mp3 player or performed by the contestant. See Category Descriptions for specific rules for each category.
- 14. **Recording & Photos**. No flash photography or videotaping will be permitted in any contest category. NO EXCEPTIONS. This includes photography and video taping of your own county entry.
- 15. <u>Awards</u>. The top three winners in each category as determined by the judges will receive award medals by Texas A&M AgriLife Extension Service. Additional awards will be presented after Texas 4-H Roundup to the first through fifth place winners in each category, as funds are available. The awards will be announced at Texas 4-H Roundup.
- 16. <u>Additional guidelines</u>. Those entries that qualify at the District level for competition at Texas 4-H Roundup will receive additional information and guidelines for participation in the spring.

Revised: September 2013

2014 TEXAS 4-H ROUNDUP SHARE-THE-FUN CONTEST



Contest and Category Descriptions

ENTRY:

INDIVIDUAL OR GROUPS (Maximum of nine participants) – Celebrate 4-H, Choreographed Routines, Dramedy, Musical/Instrumental, Poetry/Prose, Solo/Band Performance, Vocal Categories

OBJECTIVES:

- To provide an opportunity for 4-H youth to develop a spirit of cooperation through working together to develop self-confidence through public appearance.
- To stimulate interest and encourage a broad-based recreation program in Texas 4-H at the club and county level.
- To encourage 4-H members to discover and develop their talents.
- To provide for social, cultural, and leadership development of 4-H youth.

CATEGORY DESCRIPTIONS:

- 1. <u>CELEBRATE 4-H</u>. An entry may consist of one (1) to nine (9) participants. May be a 4-H based story line, promoting 4-H, community service, a project or activity. This category may also address a specific youth issue and present ways in which this issue can be addressed through 4-H efforts. May incorporate music, vocal selections, and/or choreographed routines but these aspects cannot be more than half of the performance. Skits can be humorous, creative and make fun of but not degrade Extension employees or the 4-H program. All 4-H members entered in the category must be a part of the act. Judged on material chosen, talent, creativity, showmanship, costumes and props. Four (4) minutes for set-up and break down; maximum of six (6) minutes for presentation for a total of ten (10) minutes per act.
- 2. <u>CHOREOGRAPHED ROUTINES</u>. An entry may consist of one (1) to nine (9) participants. No speaking to form a skit or story line. The act requires choreography and can be demonstrated through twirling, pom pom squad routines, jump rope teams, basketball dribbling exhibitions, or dance (jazz, tap, country & western, ballroom, etc.). Sign language presentations to music have been added to choreographed routines. However, if a participant is SINGING and SIGNING, this entry should be entered in the Vocal Category. All 4-H members entered in the category must be a part of the act. Acts may use recorded music on CD or digital music player, but may not use an accompanist. Judged on material chosen, talent, uniformity, creativity, showmanship, costuming, and material chosen. Four (4) minutes for set-up and break down; maximum of six (6) minutes for presentation for a total of ten (10) minutes per act.
 - **DRAMEDY**. An entry may consist of one (1) to nine (9) participants. This is an acting category. A dramedy (also known as a comedy-drama or comedic drama) is an act that combines elements of comedy and drama, having both humorous and sometimes serious content. **Acts cannot incorporate 4-H related material or theme**. (Otherwise, it would be categorized as Celebrate 4-H.) Skits can be currently available scripts, original material, or a combination of the two. Humor and creativity are encouraged, but the degradation of any individual or organization is not permitted. May incorporate music, vocal selections, and/or choreographed routines, but these aspects cannot be more than half of the performance. Judged on material chosen, talent, creativity, showmanship, costumes and props. Four (4) minutes for set-up and break down; maximum of six (6) minutes for presentation for a total of ten (10) minutes per act.
- 4. <u>MUSICAL/INSTRUMENTAL</u>. An entry may consist of one (1) to nine (9) participants. Musical presentation may be musical instruments accompanied by background recorded music or an instrumental performance only. No accompanist will be allowed. Participants may not sing or incorporate a skit, poetry, prose, or choreography with their act. Judged on talent, showmanship, musical presentation, and material chosen. Four (4) minutes for setup and break down; maximum of six (6) minutes for presentation for a total of ten (10) minutes per act.

5. <u>POETRY/PROSE</u>. An entry may consist of one (1) to nine (9) participants. Acts which showcase poetry or prose are required. The act may NOT incorporate vocal, musical, and/or choreographed routine. This category does not require 4-H related material, however, if an original poem or prose piece showcasing 4-H is written, this would be acceptable. Every 4-H member entered in the category must be a part of the performance on stage. All material must be memorized. No script may be used during the performance. Judged on material chosen, message, talent, presentation style, props/costuming. Four (4) minutes total for set-up and break down; maximum of six (6) minutes for presentation for a total of ten (10) minutes per act.

Defining Poetry and Prose: Poetry is generally characterized by structured meter and rhyme that tells a story or provides a message to the reader. Prose is distinguished from poetry by its greater variety of rhythm and its closer resemblance to the patterns of everyday speech. Another description might be an excerpt from a larger piece such as a play or book.

- 6. **SOLO/BAND PERFORMANCE**. An entry may consist of one (1) to nine (9) participants. This act incorporates a combination of vocal and musical/instrumental talents. Acts that are vocal only or musical/instrumental only are not to be entered in this category. All 4-H members entered in the category must be a part of the act by playing a musical instrument, singing, or both (solo performance must play an instrument and sing). Participants MUST incorporate singing in the acts, but cannot incorporate skits, poetry, or prose. They may, however, move around the stage and incorporate choreography with their presentation for the purpose of enhancing their showmanship. Judged on talent, showmanship, musical presentation, vocal presentation when applicable, and material chosen. Four (4) minutes for set-up and break down; maximum of six (6) minutes for presentation for a total of ten (10) minutes per act.
- 7. **VOCAL**. An entry may consist of one (1) to nine (9) participants. Vocal presentation may be done a cappella or with an accompaniment CD, iPod, or other mp3 player. No accompanist will be allowed for this category. All members in the act must be singing. No lip sync will be allowed. Contestants may not present skits, poetry or other speaking during the act. They may, however, move around the stage and incorporate choreography with their presentation for the purpose of enhancing their showmanship. Sign language may be added to enhance the performance, but entries that strictly showcase sign language without vocal presentation are not permitted in this category. They must be entered in Choreographed routines. Judged on talent, showmanship, vocal presentation, and material chosen. Four (4) minutes for set-up and break down; maximum of six (6) minutes for presentation for a total of ten (10) minutes per act.

Revised: September 2013

2014 TEXAS 4-H ROUNDUP SHARE-THE-FUN CONTEST



Definititions of Terms for Score Sheets

The information below is a guide for scoring. Each term used on the score sheets is defined in an effort to clarify what is expected in each performance category. There is a score sheet for each of the six (6) categories.

Inappropriateness in any category is not permitted and would change the score of that particular area dramatically and could lead to disqualification. For example, a brilliantly executed skit that depends upon the use of foul language would not be acceptable. Any inappropriate reference to sex, age, or handicap will lead to disqualification.

<u>MATERIAL CHOSEN</u> – This area refers to the appropriateness of the material selected. A vocalist should select the song that is within his/her voice range; a pianist should pass up the "showy" difficult piece for one he/she will play well. Material chosen also refers to the appropriateness of the selection for presentation before a 4-H audience. **The target audience should be around 13 years of age and be PG or G rated.**

<u>TALENT</u> – This is the performer's actual ability to do what the activity or skill requires. In any musical classification, this includes items such as the quality of music tones, intonation, manner of uttering tones with regard to rise, fall, pitch, harmony, rhythm and any other attributes of an artistic presentation. In choreographed routine, it includes rhythm, timing appropriate gestures, memorization and artistic delivery. Judges should be aware that some of the performers have not had formal training.

<u>CREATIVITY</u> – Creativity is the ability to produce something new, unique, or original. An act may be original in the way it was developed and/or interpreted. Sometimes the act itself may not be original, but the costuming, staging, or delivery may show creativity. Additionally, the quality of the creativity should be measured.

SHOWMANSHIP – Showmanship is the stage personality of the performer. It can include poise, confidence, facial expression, projection of voice, projection of music, body movements, gestures, and the performer's stage presence, depending on the category (see score sheets for specific criteria). It is the performer's communication with the audience at all times. It is his/her ability to make smooth entrances and exits, to avoid awkward pauses, and to acknowledge the applause of the audience. It is the use of the microphone and special stage props if these are a part of the act. In general, it is the whole personality of the performer while he/she is on stage.

<u>COSTUME AND PROPS</u> – Costume and props should be appropriate and supportive of the act. For some acts, street clothes may be the most appropriate costume. If the special costumes are used, they should contribute to the effectiveness of the act. Props are the back drop and/or other items used to add character and meaning to the presentation. See rules #8-10 under "General Rules & Information" for more details on the appropriate size of props and items that cannot be used.

<u>MESSAGE</u> – Communication of an idea or theme. What is the underlying message that will be taught or presented?

<u>PRESENTATION STYLE</u> – Method of acting; distinctive or characteristic manner; overall excellence; skill or grace in performance and/or appearance.

<u>VOCAL PRESENTATION</u> – Exercising the power of producing voice, speech or sound, expressing one's self as to relate to character or message being portrayed.

<u>MUSICAL PRESENTATION</u> – Music selected is appropriate to the skill level of the individual or group; sound level of the musical presentation is at an appropriate level; instruments are tuned properly.

<u>UNIFORMITY</u> – Consistency in formation; presenting a consistent appearance; in step; synchronized.

AUDIENCE APPEAL - Evokes reaction from audience that is desired from the performance (laughter, clapping, serious, quiet)



Category: Celebrate 4-H (Maximum of 9 participants)

County:	District:	Order of Participation:
Name of Act:		

JUDGING CRITERIA	JUDGE'S COMMENTS	POSSIBLE SCORE	ACTUAL SCORE
MATERIAL CHOSEN—appropriate for youth audience; features 4-H project, activity, community service or other related topic; <u>OR</u> addresses youth issue, current affair or world event.		10	
TALENT—ability to do what the activity or skill requires; memorization; acting ability		25	
CREATIVITY-produce something new, unique, original; creativity in delivery of act		25	
SHOWMANSHIP-stage personality; poise, confidence, expression, voice projection, gestures, stage presence		20	
PROPS/COSTUMING—appropriate and supportive of the act		10	
AUDIENCE APPEAL —evokes reaction from audience that is desired from the performance (laughter, clapping, serious, quiet)		10	
SUB-TOTAL SCORE		100	
PENALTY-TIME LIMIT*			
TOTAL SCORE		100	

* NOTE:

Six (6) minutes will be allowed for presentation with four (4) minutes for set-up and break down of props and equipment for a total of ten (10) minutes per presentation. A penalty of five (5) points per minute or part of a minute over the time limit of six (6) minutes allowed for the presentation and four (4) minutes for set-up and break down of props will be imposed.



Category: Choreographed Routines

(Maximum of 9 participants)

County:	District	:: Order of Participation:	
Name of Act:			

JUDGING CRITERIA	JUDGE'S COMMENTS	POSSIBLE SCORE	ACTUAL SCORE
TALENT-ability to do the activity or skills required; rhythm, appropriate gestures, memorization and artistic delivery		25	
UNIFORMITY-synchronized movement; consistency in formation		15	
CREATIVITY—ability to produce something new, unique, original		15	
SHOWMANSHIP-stage personality; poise, confidence, expression, gestures, stage Presence		15	
COSTUMING—appropriate for youth audience; fits well and is flattering		10	
MATERIAL CHOSEN—appropriate for youth audience and the ability of performer		10	
AUDIENCE APPEAL –evokes reaction from audience that is desired from the performance (laughter, clapping, serious, quiet)		10	
SUB-TOTAL SCORE		100	
PENALTY-TIME LIMIT*			
TOTAL SCORE		100	

* NOTE: Six (6) minutes will be allowed for presentation with four (4) minutes for set-up and break down of props and equipment for a total of ten (10) minutes per presentation. A penalty of five (5) points per minute or part of a minute over the time limit of six (6) minutes allowed for the presentation and four (4) minutes for set-up and break down of props will be imposed.



Category: Dramedy
(Maximum of 9 participants)

County: District: Order of Participation: ______
Name of Act:

JUDGING CRITERIA	JUDGE'S COMMENTS	POSSIBLE SCORE	ACTUAL SCORE
MATERIAL CHOSEN—appropriate for youth audience		10	
TALENT-ability to do what the activity or skill requires; memorization; acting ability		25	
CREATIVITY—produce something new, unique, original; creativity in delivery of act		25	
SHOWMANSHIP—stage personality; poise, confidence, expression, voice projection, gestures, stage presence		20	
PROPS/COSTUMING—appropriate and supportive of the act		10	
AUDIENCE APPEAL —evokes reaction from audience that is desired from the performance (laughter, clapping, serious, quiet)		10	
SUB-TOTAL SCORE		100	
DENIALTY TIME LIMIT*			
PENALTY-TIME LIMIT*			
TOTAL SCORE		100	

* NOTE: Six (6) minutes will be allowed for presentation with four (4) minutes for set-up and break down of props and equipment for a total of ten (10) minutes per presentation. A penalty of five (5) points per minute or part of a minute over the time limit of six (6) minutes allowed for the presentation and four (4) minutes for set-up and break down of props will be imposed.

New: September 2013



Category: Musical/Instrumental

(Maximum of 9 participants)

County:	District:	Order of Participation:	
Name of Act:			

JUDGING CRITERIA	JUDGE'S COMMENTS	POSSIBLE SCORE	ACTUAL SCORE
MUSICAL PRESENTATION – selection is appropriate to skill level; instruments are tuned properly; sound level is appropriate		30	
TALENT—ability to do what the activity or skill requires		25	
SHOWMANSHIP-stage personality; poise, confidence, expression, musical projection, gestures, stage presence		25	
MATERIAL CHOSEN—appropriate to youth audiences		10	
AUDIENCE APPEAL –evokes reaction from audience that is desired from the performance (laughter, clapping, serious, quiet)		10	
SUB-TOTAL SCORE		100	
PENALTY-TIME LIMIT*			
TOTAL SCORE		100	

* NOTE:

Six (6) minutes will be allowed for presentation with four (4) minutes for set-up and break down of props and equipment for a total of ten (10) minutes per presentation. A penalty of five (5) points per minute or part of a minute over the time limit of six (6) minutes allowed for the presentation and four (4) minutes for set-up and break down of props will be imposed.



Category: Poetry/Prose
(Maximum of 9 participants)

County: District: Order of Participation:

JUDGING CRITERIA	JUDGE'S COMMENTS	POSSIBLE SCORE	ACTUAL SCORE
MATERIAL CHOSEN—appropriate for youth audience; Poetry or Prose material		15	
MESSAGE—communication of a theme or idea		15	
TALENT–skills and ability to perform the presentation well		25	
PRESENTATION STYLE—method of acting; distinctive or characteristic manner; overall excellence; skill or grace in performance and/or appearance		25	
PROPS/COSTUMING—appropriate and supportive to the act		10	
AUDIENCE APPEAL —evokes reaction from audience that is desired from the performance (laughter, clapping, serious, quiet)		10	
SUB-TOTAL SCORE		100	
PENALTY-TIME LIMIT*			
TOTAL SCORE		100	

* NOTE: Six (6) minutes will be allowed for presentation with four (4) minutes for set-up and break down of props and equipment for a total of ten (10) minutes per presentation. A penalty of five (5) points per minute or part of a minute over the time limit of six (6) minutes allowed for the presentation and four (4) minutes for set-up and break down of props will be imposed.

Revised: August 2010

Name of Act:



Category: Solo/Band Performance

(Maximum	of 9	participants)
IVIANIIIIAIII	\sim	participants	,

County:	District:	Order of Participation:
Name of Act:		

JUDGING CRITERIA	JUDGE'S COMMENTS	POSSIBLE SCORE	ACTUAL SCORE
SOLO/BAND PERFORMANCE – selection is appropriate to skill level; instruments are tuned properly; sound level is appropriate; voices and music are balanced		30	
TALENT—ability to do what the activity or skill requires		25	
SHOWMANSHIP-stage personality; poise, confidence, expression, musical projection, gestures, stage presence		25	
MATERIAL CHOSEN—appropriate to youth audiences		10	
AUDIENCE APPEAL —evokes reaction from audience that is desired from the performance (laughter, clapping, serious, quiet)		10	
SUB-TOTAL SCORE		100	
PENALTY-TIME LIMIT*			
TOTAL SCORE		100	

* NOTE:

Six (6) minutes will be allowed for presentation with four (4) minutes for set-up and break down of props and equipment for a total of ten (10) minutes per presentation. A penalty of five (5) points per minute or part of a minute over the time limit of six (6) minutes allowed for the presentation and four (4) minutes for set-up and break down of props will be imposed.



Category: Vocal
(Maximum of 9 participants)

County: District: Order of Participation: ______
Name of Act:

JUDGING CRITERIA	JUDGE'S COMMENTS	POSSIBLE SCORE	ACTUAL SCORE
VOCAL PRESENTATION—exercising the power of producing voice, speech, or sound; expressing one's self as to relate to character or message being portrayed		30	
TALENT-ability to do what the activity or skill requires		25	
SHOWMANSHIP—stage personality; poise, confidence, expression, projection of voice, gestures, stage presence		25	
MATERIAL CHOSEN—appropriate material for voice range		10	
AUDIENCE APPEAL —evokes reaction from audience that is desired from the performance (laughter, clapping, serious, quiet)		10	
SUB-TOTAL SCORE		100	
PENALTY-TIME LIMIT*			
TOTAL SCORE		100	

* NOTE:

Six (6) minutes will be allowed for presentation with four (4) minutes for set-up and break down of props and equipment for a total of ten (10) minutes per presentation. A penalty of five (5) points per minute or part of a minute over the time limit of six (6) minutes allowed for the presentation and four (4) minutes for set-up and break down of props will be imposed.