



How to Prepare a Multimedia Presentation

Technology is a part of just about every home today. Computers make it possible for us to create presentations and be able to share information with people anywhere. Youth need to understand these technologies and be able to use them effectively so they are prepared for the future.

A multimedia presentation is a stand alone presentation that includes information presented with slides, video, or digital representations and includes sound which might be a narrative, music or sound effects.

The Multimedia Presentation is part of the Presentations Contest at the County and State.

Why Do a Multimedia Presentation?

- Expand technology skills
- Opportunity to present with technology
- Incorporate 4-H and technology
- Creative challenge to make an interesting/appealing presentation
- Unique competition

Possible Uses

- Promote a business
- Showcase special events, such as county fair or graduation

Contest Rules

- It is a fully automated presentation 6-10 minutes in length using Microsoft PowerPoint®. The presentation is completely free standing and only requires an introduction by the presenter. It has verbal commentary built into the program.
- Presentations should be related to 4-H, the 4-H member's 4-H experiences, or 4-H project related.
- The presentation will use Microsoft PowerPoint® and can include video and sound in the PowerPoint®. The presenter should use Microsoft PowerPoint® 2000 or greater.
- No CD players or boomboxes are allowed.
- The participant may bring their own computer which may have different software programs besides Microsoft PowerPoint®. The participants may also use Flash and other programs to enhance their presentation if the program is on their personal computer.
- Speakers are expected to introduce the multimedia entry with a prepared introduction including the title, how the presentation is relevant to a 4-H experience, and a brief overview of the presentation.

When beginning a multimedia project, you must ask and answer these basic questions:

- What is your message?
- Who is your audience?
- How can I structure the message?

An introduction, body, and conclusion should be present within the audio-visual presentation. Carefully plan your presentation and write a script or storyboard that describes each scene, who or what will be featured, narration, and visuals. You are creating a meaningful story or message on your computer using a variety of techniques such as PowerPoint[®], slides, and video.

Additional 4-H Communications resources include:

- The Versatile 4-H Presentation
- The Four P's of Planning A Presentation
- Getting Ready to Give a 4-H Presentation
- Presentation Visuals
- Using PowerPoint[®] in 4-H Presentations
- Evaluating a 4-H Presentation
- How to Prepare a Multimedia Presentation
- How to Prepare a 4-H Radio Public Service Announcement

Visit the Nebraska 4-H Web site for additional resources (<http://4h.unl.edu>).

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