Building a 4-H Presentation

When giving a presentation or demonstration, one of the easiest ways to present your information is to create a presentation board. This standalone visual prop displays your key ideas and images in an organized way. Presentation boards come in a wide range of sizes and shapes and can be purchased at many major retail stores (common board sizes include: 36"x48" and 40"x28"). Even though there are many sizes and shapes of presentation boards available, buying one is not your only option. You can construct a presentation board using a few simple tools and materials. The step by step instructions below will walk you through the process of constructing your presentation board. Instructions are written based on construction of a 36"h x 48"w presentation board, but you can create your own design using similar steps.

What You Will Need

- Tape measure
- Pencil
- Scissors
- 2–36" h x 12" w pieces of cardboard
- 1–36" h x 24" w piece of cardboard
  Note: Make sure your selected pieces of cardboard do not have any bends or creases in them.
- 1 ½ inch cloth tape
  (commonly known as gaffer's tape)

Step 1: Select or cut–two pieces of cardboard 36 inches tall by 12 inches wide and one piece of cardboard 36 inches tall by 24 inches wide. (Note: make sure your selected pieces of cardboard do not have any bends or creases in them.)
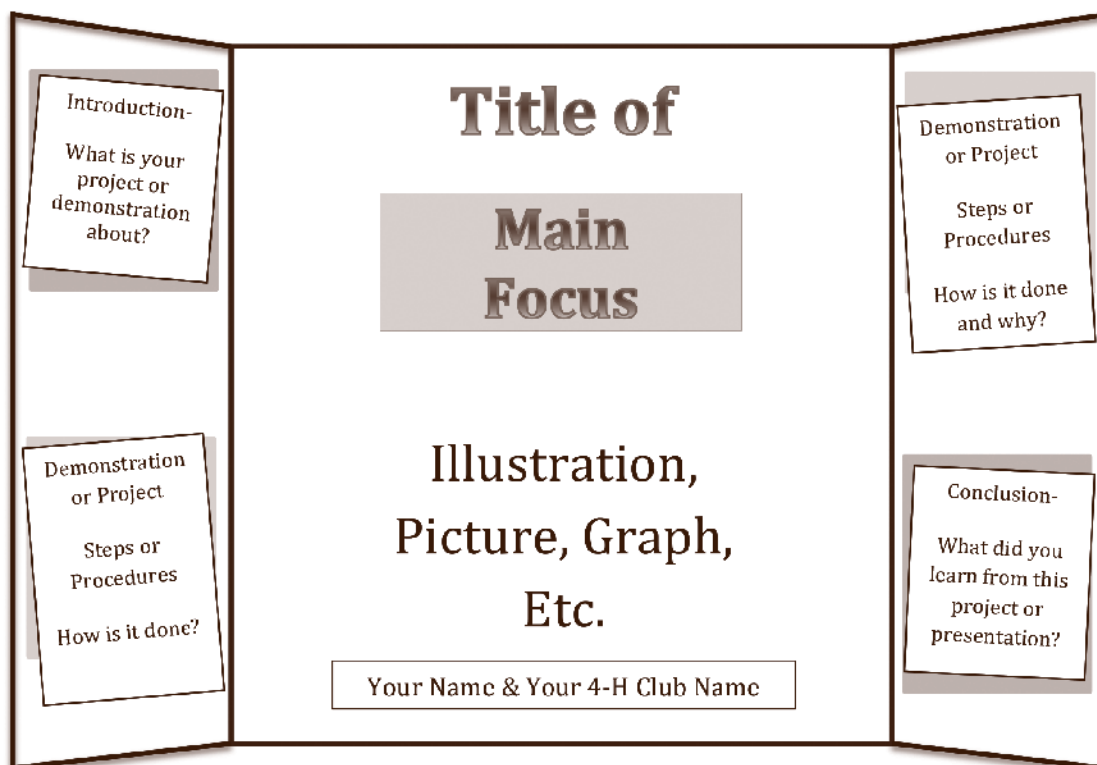
Step 2: Lay all of the cardboard pieces out on a flat space or counter with their long sides adjacent to each other and the widest piece in the center (see figure 1.) Space the board on the left ¼ inch away from the center board and the board on the right ½ inch away from the center board.

Step 3: Using the tape measure and scissors, measure and cut one piece of cloth tape the length of the cardboard height. (For this example: 36 inches)
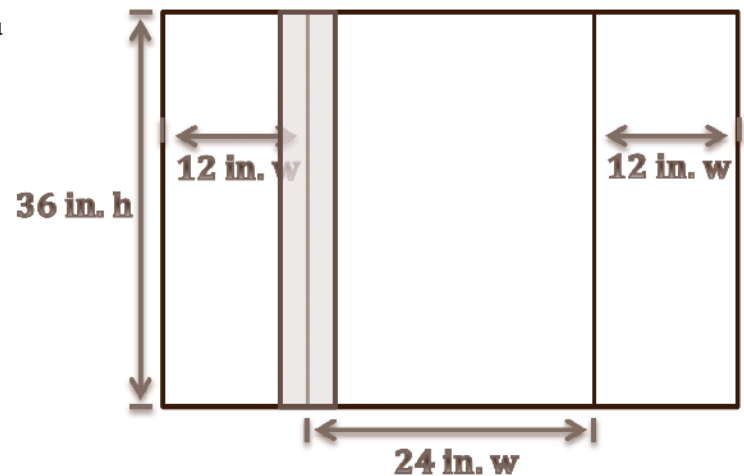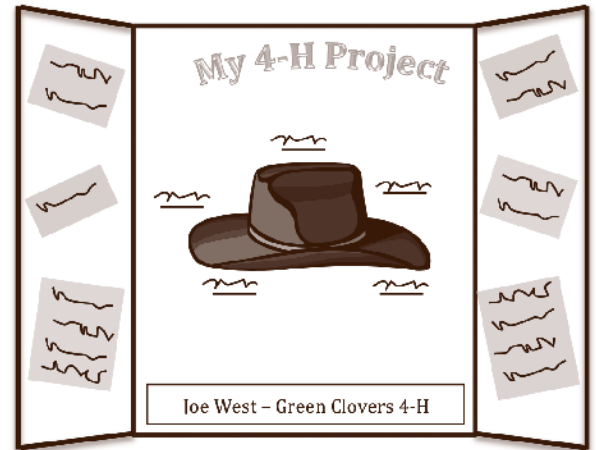
Step 4: Carefully apply the tape to the cardboard along each side of the left side gap to attach the cardboard pieces together. (see Figure 1.) Make sure to keep an even ¼ inch space between each piece when taping. Repeat this step on the right side. Make sure to maintain an even ½ inch space between your center and right side pieces. This will allow for the right to lie flat over the left side when the presentation board is closed.

Step 5: After taping the gaps on the front side, flip the board over and tape the back side. Cut the pieces of tape two inches longer allowing for a one inch of excess tape on the top and bottom. Fold the excess tape over to the other side of the board. This will finish the presentation board hinges. Now you are ready to decorate and add your information to your presentation board.

Board Layout Example

Title of

Main Focus

Introduction-
What is your project or demonstration about?

Demonstration or Project

Steps or Procedures

How is it done?

Demonstration or Project

Steps or Procedures

How is it done and why?

Illustration, Picture, Graph, Etc.

Conclusion-
What did you learn from this project or presentation?

Your Name & Your 4-H Club Name

Balance

When putting your presentation board together keep in mind that a picture is worth 1000 words so keep a good balance of pictures, graphs, or illustrations with your text.

Coloring

Color combinations are very important for your presentation board. You want to catch your audience's eye but not make your information hard to read. Choose two to three colors to use for your board; put like ideas in the same color. The example above displays the introduction and conclusion with one color and demonstration or project steps in another color.

Lettering

The size of your letters will depend on two things: how much information you want to include on your board and how far away your audience will be from the board. If you decide to use small lettering, limit the amount of information or it will be difficult for the audience to read your display. Lower case letters are easier to read than capitals- use capital letters at the beginning of sentences and to EMPHASIZE words. Use a block style font that is easy to read; fancy font is not always the best option. Use the guideline chart below for letter size and visibility:

Size	Viewing Distance
1/4 Inch	8 feet
1/2 Inch	16 feet
1 Inch	32 feet
2 Inch	64 feet