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| **TASK** | **ASSIGNED TO\*** | **DUE DATE** | **COMPLETED** |
| **AS SOON AS POSSIBLE** | | | |
| Choose a lead teacher. |  |  |  |
| Set contest date (must be at least three weeks before the regional contest). |  |  |  |
| Register your school with the state coordinator. |  |  |  |
| Add contest date to school and community calendars. |  |  |  |
| Determine when assignments/entries will be due. Submit papers and websites to judges a week before the contest. |  |  |  |
| Review the page for educators at both the state and National History Day websites. Both sites also provide information about upcoming professional development opportunities. | All participating educators |  |  |
| **ABOUT FOUR WEEKS BEFORE THE CONTEST** | | | |
| Reserve appropriate spaces for a judges’ room and rooms for each entry category. |  |  |  |
| Recruit judges (two to three people per team, no more than ten entries per team). |  |  |  |
| Decide if you’ll be providing judges and/or the public with refreshments. |  |  |  |
| Plan an award ceremony and how top entries will be recognized (certificates, ribbons, prizes, etc.). |  |  |  |
| **ABOUT TWO WEEKS BEFORE THE CONTEST** | | | |
| Invite the whole school, including the administration and school board, parents, community, and local media outlets. |  |  |  |
| Assign judges to teams and categories, and verify you have enough judges. |  |  |  |
| **ABOUT A WEEK BEFORE THE CONTEST** | | | |
| Submit papers and websites to judges a week before the contest. |  |  |  |
| Recruit greeters and/or organize a welcome table for the public. Create way-finding signs or a map for visitors if needed. |  |  |  |
| Outline a schedule assigning times for each entry, organized by category. |  |  |  |
| Create an event program for visitors based on the schedule. Organize it by category, room, and time for each entry, and when a category is open to the public. |  |  |  |
| Create a room schedule to post at the entrance of each space organized by entry and time. |  |  |  |
| Organize judging materials including evaluation forms, pens, pencils, extra paper, clipboards, a stopwatch for performances and documentaries, and tape measures for exhibits. |  |  |  |
| Prepare participation certificates for all students who submitted an entry. |  |  |  |
| **DAY OF CONTEST** | | | |
| Set up tables for exhibits. |  |  |  |
| Set up exhibits. | Students set up their own exhibits. |  |  |
| Make sure technology is working for websites and documentaries. |  |  |  |
| Set up refreshments for judges and/or the public. |  |  |  |
| Set up a welcome table or have greeters hand out programs to visitors. |  |  |  |
| Hang room schedules at entrances, place wayfinding signs where needed. |  |  |  |
| Hold a brief judges’ orientation the morning of the contest. |  |  |  |
| Conduct judging and interviewing |  |  |  |
| Tabulate results and prepare ribbons for eligible entries advancing to the regional contest |  |  |  |
| Awards program: announce results and celebrate |  |  |  |
| **AFTER THE CONTEST** | | | |
| Hand out participation certificates to students if this was not part of the award ceremony. |  |  |  |
| Return judges comment sheets to all students so they can see why they did or did not advance to the next level. |  |  |  |
| Work with students advancing to the regional contest to use the judges’ feedback to improve their projects for the next level of judging. |  |  |  |
| **TWO WEEKS BEFORE THE REGIONAL CONTEST** | | | |
| Register eligible advancing entries for the regional contest. |  |  |  |
| Submit papers and website entries for the regional contest. |  |  |  |