

Submitting a Performance

Performances will be judged solely on the **bibliography, process paper, and script** submitted to the competition.

Create a PDF using Acrobat Reader

1. If not installed, download and install Acrobat Reader here: <https://get.adobe.com/reader/otherversions/>
2. Follow the onscreen instructions for installation
3. Depending on where your files were created, follow the instructions below for your script, bibliography, and process paper
4. In **Google Docs** click File>Download>PDF Document
 - a. File will be in your Download folder
5. In **Microsoft Word**
 - a. Click File>Save As>File Format> PDF
 - b. Alternate method: File>Print>Choose Printer>Save as PDF>Save

After Creating Your PDF(s):

- Test all three sections of your Performance PDFs to ensure they open correctly**
 - You can combine them into one file if you prefer
- Rename** your PDFs using your first initial, last name, **keyword from title**, and PDF type (bibliography, process paper, script, combined) for example:
 - KJohnsonHarrietTubmanbibliography.pdf
 - AsmithQuinneycombined.pdf
- Create an email** to historyday@wisconsinhistory.org
- Title your email as follows: Performance + Title + School Name; for example:
 - Performance - A Year in the Life of FDR - Cambridge Middle School
- Attach your PDF(s) (script, bibliography and process paper)**
- In the email include:
 - Attachments that include your script, bibliography, and process paper**
 - Division—Junior (grades 6-8) or Senior (grades 9-12)
 - Category: **Performance**
 - Type: **Group OR Individual**
 - School
 - Teacher
 - Title
 - Your Name and Other Member(s) names if Group Project
- SEND**