

## MEMORANDUM

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TO: Anne Jones  
FROM: Jane Smith, West High School: (608) 555-5555 or [jsmith@west.k12.wi.us](mailto:jsmith@west.k12.wi.us)  
DATE: February 13, 2005  
RE: West High School History Fair  
**Judging Packet and Confirmation**

Thank you for volunteering your time to help judge at the 2005 West High School History Fair on **February 22, 2005!** The event wouldn't be possible without your help.

You have been assigned to judge **Individual Exhibits**

Included in this packet are materials about History Day, this year's theme, and specific judging instructions about the category in which you will judge. Please read these carefully before the competition so we can ensure a great judging panel for each student. Please bring these materials with you to the event so you can have them available for reference.

Judges should check in at the school office on the first floor and then report to the teacher's lounge. The judges' training session will begin at 8:30 a.m. and will give you a chance to hear more about the program, the schedule for the day, and ask any questions you may have. Judging will begin at 10:00 a.m. and be completed by approximately 1:00 p.m. Breakfast will be provided for judges.

If an emergency or a conflict arises and you are unable to judge, please contact me *as soon as possible* so I can try to find a replacement judge.

Thanks again for your support!