SCHOOL HISTORY DAY EVENT PLANNING

THE BASICS: DATE, TIME, NUMBERS, AND DEADLINES

Regional Event Registration Deadline: _____

School Event Date (should be 2-3 weeks prior to regional deadline): _____

School Event Time (time during the evening, school day, or Saturday): _____

Deadline for students to sign up for school event (if applicable): _____

Deadline to receive papers and web sites to send to judges for advance viewing: _____
>   *Paper and web site judges should receive projects <u>at least</u> 4 days prior to the event.*

Number of projects in each category to be judged:

	Individual	**Group**
Exhibits		
Documentaries		
Papers		**n/a**
Performances		
Websites		

Is a second round of competition required in any category?   ☐Yes   ☐ No

>   *Note: A single panel of judges can evaluate 10-13 projects at most during a full day competition. If a category/division has more than this, divide the projects into two or more groups. Judges will select 2-3 from each group, then another group of judges (often from another category) will select winners from among those projects.*

Number of judges to be recruited: _____

>   *Note: At regional, state, and national events, each group of projects is evaluated by a panel of 3 judges. You may find it necessary to reduce panels to 2 judges at your school event. A single panel may evaluate several small categories, as long as the total number of projects isn't more than 12-13.*

VOLUNTEER RECRUITMENT

Write and mail judge recruitment letter by: _____

People and organizations to approach: (Consider local historical societies, press, library staff, school administrators and staff, retired teachers, service groups, college faculty and students, and other community members.)

SCOUT LOCATIONS: ROOM NUMBER CHECKLIST

Judges' Training: _____

Tabulation Space/Judges' Workspace: _____

Exhibits
      Room Number(s): _____
- ❑ Table space for _____ exhibits
- ❑ Electrical outlets available

Documentaries
      Room Number(s): _____
- ❑ TV, VCR, DVD player and/or computer available (students may be told to bring laptops if needed)

Papers
      Room Number(s): _____

Websites
      Room Number(s): _____
- ❑ Computer available for viewing during interview (optional)

Performances
      Room Number(s): _____

Closing Ceremony: _____

PUBLICITY

- ❑ Invite parents and other community members (flyer, letter home, etc.)

- ❑ Notify school newsletter, newspaper, yearbook
  Contact: _____

- ❑ Notify school district officials
  Contact: _____

- ❑ Notify local newspaper
  Contact: _____

1-3 MONTHS BEFORE EVENT

- Choose event date and time
- Identify rooms needed
- Reserve rooms
- Send volunteer recruitment letter
- Ensure access to building if after hours
- Reserve technology for rooms

2-3 WEEKS BEFORE EVENT

JUDGES AND VOLUNTEERS

- Solicit students to help with set-up, clean-up
- Assign students to time slots
- Assign judging panels
- Confirm judges
- Send out judges' mailing
  - Letter describing times, duties
  - Theme sheet
  - Judging process/tips hand-outs
  - Judging instructions for their category

RESERVE EQUIPMENT AND TECHNOLOGY

- Exhibits – Tables and extension cords
- Documentaries – DVD, VHS, TV, computer
- Web sites – Computer (optional)

PUBLICITY

- Contact newspapers and district administration with information about event
- Contact parents or local vendors about donating food and refreshments for volunteers and other attendees

WEEK OF EVENT

CREATE SCHEDULES

- Print & copy schedules
- Give presentation times to students
- Are final rounds judges needed?

MATERIALS FOR EVENT

- Create any signs needed for event
- Make copies of judging forms
- Create packets for regional finalists
  - Certificate
  - Regional entry form and event information

CREATE JUDGES' PACKETS

- Blank comment sheets
- Blank paper for notes
- Schedule
- Winner selection form
- Pencil
- Nametag

VOLUNTEERS

Assign student volunteers for:
  - Set-up
  - Clean-up
  - Other duties

DAY OF EVENT

- Put out judges' packets
- Arrange rooms for exhibits/presentations
- Put up any signs for event
- Have rulebooks, extra comment sheets, and extra judges' instructions, and a master schedule handy
- Collection basket or person for finalist forms and comment sheets
- Give judges' training