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 at least 4 days prior to the event.

Number of projects in each category to be judged:

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<thead>
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<th>Individual</th>
<th>Group</th>
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<tbody>
<tr>
<td>Exhibits</td>
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<tr>
<td>Documentaries</td>
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<td>Papers</td>
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<td>n/a</td>
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<td>Performances</td>
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<td>Websites</td>
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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