



National History Day in Nevada

School History Day Contest Planning Form

Date of School History Day: _____

| Task | Who is Doing It | Date Needed | Completed |
|---|-----------------|-------------|-----------|
| Find & reserve appropriate space | | | |
| Decisions about judging process, food, tours, awards, etc. | | | |
| Community publicity and invitations to guests | | | |
| Produce banner? Order food? | | | |
| Recruit greeters & hosts | | | |
| Class tour schedule and sign-up | | | |
| Make a program | | | |
| Organize judging materials | | | |
| Set up --students submit projects day before --exhibits are organized and possibly numbered --times are assigned for performances and documentaries --banner --program --refreshments | | | |
| Judge orientation | | | |
| Judging and interviewing | | | |
| Tabulate results | | | |
| Announce results and celebrate | | | |
| School registration and digital submissions for advancing students | | | |
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