

# Guidelines for History Day Contest – 2019

**Saturday, March 2**

<b>7:30am - Noon</b>	<b>Registration, William Chrisman High School</b>
<b>7:30am – 9:00am</b>	<b>Exhibit setup</b>
<b>9am</b>	<b>Judging begins</b>
<b>1:00 – 3:00pm</b>	<b>Public viewing of exhibits</b>
<b>2:00pm</b>	<b>Exhibits taken down</b>
<b>3:30pm</b>	<b>Awards Ceremony, William Chrisman High School Auditorium</b>

## Registration Information

- Registration and the contest will take place on Saturday, March 2 at William Chrisman High School, 1223 N. Noland Road, Independence, MO 64050.
- All students in both Junior and Senior Exhibit categories will be allowed to set up their exhibit boards between 7:30am and 9am on Saturday. No exhibit boards can be set up after 9am on Saturday. Exhibit boards need to remain in place until 2:00pm. Room monitors will inform participants when exhibits can be removed.
- Students will receive a nametag, an official program with an updated schedule for the day, and other materials. If students have exhibit materials to set up on Saturday they should arrive early as set up needs to be completed by 9:00 a.m.
- Students in categories other than exhibits can register any time in the morning as long as they register before their judging time.

## Paperwork

All students, except those in the paper and website category, have to submit to the judges on the day of the contest **three copies** of a description of their entry (process paper) with

1. a title page
2. a 500-word description of the entry
3. And an annotated bibliography

The student's **school should NOT be listed on this material**. Contest organizers will keep all schools anonymous to judges to ensure fair and equitable treatment for all students.

Bring extras copies – photocopiers are not available on site.

## Judging Process

Teams of two or three judges will **interview and rank students in each category**. The top three in each category will proceed to the state finals in Columbia. Information about the state finals will be distributed at the awards ceremony.

## Second Round Judging

**Students in paper, website and exhibit categories will be judged a second time but students in those categories do not to be present.**

Students in the following categories should check at the registration desk at NOON to see if they have made the second round and will need to present their entry a second time.

- **Junior Individual Documentary**
- **Junior Group Documentary**
- **Senior Individual Documentary**

**Finalists in all categories will be posted near the registration desk at noon.**

## Important Category information

### Papers

**The public is not allowed in the paper judging rooms.**

Teams of judges will interview all students in the paper category. The judges will have read the papers ahead of time. **Students should bring an extra copy** of their paper. During the interview with judges no-one else will be allowed into the room. The judges will be asked to determine whether the students wrote the paper themselves and will ask students about their topic and research. Students waiting to be judged should wait outside of the room until they are asked to enter. In the paper category there will be **no public viewing during judging**.

### Exhibit Boards

All exhibit boards must be set up by 9:00 a.m. in the school cafeteria.

**All exhibit boards should be removed by students and/or teachers between 2pm and 4pm on Saturday.**

Parents and teachers are allowed to help students carry exhibit boards into the room and set the board onto the table. However, the set up of the exhibit board, arrangement of the board, and any supplementary equipment (spotlights, TV/DVD, etc.) should be left to the student to set up alone. In the case of group entries the whole group can assist each other. Any extra assistance by teachers and/or parents can result in disqualification.

Judges will start viewing all of the exhibits at 9:00 a.m. on Saturday so **all students must have their boards set up by 9:00 a.m.** All participants, teachers, and parents will be asked to leave the room at 9:00 a.m. so judging can begin. Students should wait outside of the room

until their interview time. Students should leave their written materials describing their entries next to their boards for judges to look at.

During judging of exhibit boards **no public viewing is allowed**. Public viewing of exhibit boards will be available from 8:00 - 9:00 a.m. as they are set up and from 1:00 p.m. - 3:00 p.m. when judging is completed. Students should start to dismantle their exhibit boards after 2:00 p.m. **All exhibit boards should be removed by students and/or teachers between 2pm and 4pm on Saturday.**

## Performances

**The public is allowed to watch performances.**

Students will be allowed to practice their performance between **8:00 and 9:00 a.m.** on Saturday and test equipment, lights, sound levels, etc. There are restrooms in the building for students to change into costumes or put on make-up. Students should make sure that they share the room with other students and allow them to practice their entries.

When it is time for the student's performance, the judges will ask the students to come to the front of the room. Judges will ask students to give them their written materials. While the judges are looking the materials over the students will be asked to set up their performance (i.e., props, scenery, etc.)

Any props or scenery should be set up by the students and not by teachers and/or parents. The students should then wait to be asked to start their presentation. Students should first introduce themselves by name and give the title of their entry. **The students should not give the name of their school.** This will remain anonymous to judges. Then students can begin their presentation. At the end of the performance, judges will ask questions. The judges will ask students about their topic and their research. The judges will keep one set of the written materials for further review. **Public viewing of performances during judging is allowed.** Taking photos or video can only be done with student permission.

## Documentary

**The public is allowed in the judging room to watch documentaries.**

The Truman Library will not provide TVs, computers or projectors. **Students must provide their own equipment. No Internet connection, TVs, DVD players or computers will be provided.** Rather than relying on an Internet connection students are encouraged to use thumb drives, CDs or DVDs to show their presentations. Students need to provide their own computer or DVD player and monitor if they choose this format.

**Projectors are not provided. Students can provide their own projector or simply play on their laptop for the judges.**

Any spoken commentary/verbal narrative by students should be an integrated part of the presentation. **Live student commentary is not allowed.** An example would be a computer presentation with a verbal commentary would be allowable if the commentary were on audiotape or CD. But if the student performed the commentary live then it would not be allowed. The entry needs to "stand alone".

Students will be allowed to practice their documentary between **8:00 and 9:00 a.m.** on Saturday and test equipment, lights, sound levels, etc. Any equipment (computer, TV/DVD) should be set up by the student and not by teachers and/or parents. Students should make sure that they share the room with other students and allow them to practice their entries.

Judges will ask students to give them their written materials. While the judges are looking the materials over, the students will be asked to set up their presentation. The students should then wait to be asked to start their presentation. Students should first introduce themselves by name and give the title of their entry. **The students should not give the name of their school.** This will remain anonymous to judges. Then students can begin their presentation. At the end judges will ask questions. The judges will ask students about their topic and research. The judges will keep one set of the written materials for further review.

## **Website category**

The public is not allowed in the website judging rooms. **Students must use [nhd.weebly.com](http://nhd.weebly.com) to create their website and enter the URL during the registration process.**

A team of judges will interview all students in the website category. The judges will have viewed the website ahead of time. During the interview with judges no one else will be allowed into the room. The judges will be asked to determine whether the students created the website themselves and will ask students about their topic and research. Students waiting to be judged should wait outside of the room until they are asked to enter.

In the website category there will be **no public viewing during judging.**

## **Awards ceremony**

The awards ceremony will take place in the **School Auditorium at 3:30 p.m.** Students placing in the top three in each category will be eligible to compete at the state finals at the University of Missouri-Columbia. All students will receive a certificate of achievement and students in the top three in each category will receive a medal.

## **Students who cannot attend because of a conflict**

If a student has a conflict with another event such as a swim meet, choir or debate, contact the contest coordinator. Group entries can compete without all members present. However, all students who do attend should be able to answer all of the judges' questions. Students in individual categories must attend the contest so they can be interviewed by the judges.

**Questions? Call 816-268-8236 or email: [mark.adams@nara.gov](mailto:mark.adams@nara.gov)**