

[Date]

Dear Judge:

I would like to invite you to judge the **[school Name]** History Day event on **[date]**. This event is part of a broader program known as National History Day.

The judging will begin at **[time]** and end at approximately **[time]**. Judges should report to **[location]** at **[time]** for an orientation.

Judges will work in teams and will be assigned to judge a set number of exhibits, documentaries or performances. Judging information will be sent to you a week before the event.

Please return the attached judge sign-up sheet. If you know anyone else who would be interested in judging, duplicate the sign-up sheet or pass his or her information along to me. If you have any questions about the event or judging, please contact me at **[phone number]**.

With your support we are sure that the **[school name]** event will be a great success.

Sincerely,

Please complete and return the form below or call by **[date]**

Judge Sign-Up Sheet

Name

Phone number

E-mail

_____ I will be able to judge.

_____ I will not be able to judge, but keep me
in mind for future events.

I would prefer to judge:

_____ Papers

_____ Web Sites

_____ Exhibits

_____ Documentaries

_____ Performances