

SAMPLE: SCHOOL EVENT PLANNING “TO-DO” LIST

Sample Planning Timeline for School Event Held in February

September/October

- Find out date for Regional contest
- Select a date for school event that won't rush Regional qualifiers
- Select timeframe for event (school day/afterschool)
- Reserve spaces and technology
- Notify parents and put event on school calendar

November/December

- Send out initial judge recruitment letter

January

- Continue judge recruitment
- Send invitation to parents, other teachers, administration
 - Include general event schedule (beginning, end times) as well as information on public viewing of projects
- Arrange for food. Contact donors or parents to help serve, if necessary
- Plan for awards and recognition for students
- Begin gathering information on numbers of projects in each category
 - You will submit this information on Enrollment Form
 - Begin to see how many rooms/judges you will need for event
- Confirm room reservations (based on estimated number of projects) and after-hours building access (if needed)
- Recruit student clubs to help with setup/takedown at event

Mid-January

- Complete “Enrollment Form” for History Day
- Get allotment numbers from History Day

About Two Weeks Before Event

- Final push for judge recruitment
- Create presentation schedule
 - Will you need a second round of judging in any category?
 - Assign judges to category/division
- Send home draft schedule and allow time for changes based on scheduling conflicts
- Send confirmation letter to judges. Include general information on History Day judging as well as logistics about the event
- Distribute papers and websites to judges in these categories in advance, if possible
- Create signage
- Print nametags, judge packet materials (comment sheets, theme sheet, sample questions, presentation schedule, scratch paper)
- Collect supplies (stopwatches, clipboards, pencils)
- Decide who will give the judge training

Immediately After School Event

- Provide parents information about Regional contest
- Return comment sheets to students
- Encourage students to improve projects
- Send “thank you” to judges, donors, student clubs, administrators

Before Registration Deadline

- Submit Regional registration forms