Project Checklist – Documentary

Student Name(s)			
Documentary Title			
Process Paper Word Count (Max: 500)		**Length of Documentary (Max: 10 minutes)**	

GENERAL RULES

√	Requirement:
	My/our topic clearly relates to the annual theme.
	I/we have read the *Contest Rule Book.*
	I/we have independently researched and created this documentary in this contest year. No research was reused from previous projects, whether my/our own or research belonging to other students.
	This is an original entry. Each participant has participated in only one entry. I/we did not share work with other students.
	I/we have not used any improper assistance.
	I/we understand that using someone else's work without proper credit is plagiarism and will result in disqualification.

DOCUMENTARY RULES

√	Requirement:
	My/our documentary is an original production, scripted based on my/our research.
	I/we have access to the equipment needed to create a documentary and know how to use it.
	The documentary is less than ten minutes in length. Timing starts at the first visual or sound and ends at the last visual or sound (including on-screen source credits).
	I/we can set up the documentary in five minutes or less.
	I/we will be able to remove our equipment and participate in an interview with judges within five minutes following the documentary.
	The title of the documentary and my/our name(s) are the only details shared prior to the documentary.
	I/we understand that other commentary or live narration are prohibited prior to and during the documentary.
	I/we understand that the participant(s) must provide, open, and run the file containing the documentary. Judges and other adults are not permitted to run the equipment.
	I/we understand that the documentary must run on its own. No interaction with judges or the audience is allowed.
	I/we created and produced this entry. I/we operated all equipment, including recording and editing software.
	I/we wrote and narrated this documentary. I/we have provided any narration, voice-overs, or dramatizations. The only voices or images on the documentary belong to members of the group or the people we interviewed.
	This project contains no materials created by non-participants specifically for this project. The documentary may interpret and utilize *existing* photographs, film clips, music, etc. with proper credit.
	The documentary includes brief, readable source credits for photographs, moving footage, interviews, music, and images used in the project. Source credits are included within the ten-minute time limit. All sources used in the project are cited in the annotated bibliography.

WRITTEN MATERIALS for the DOCUMENTARY CATEGORY

√	Requirement:
	My/our written materials begin with a title page containing the following: ○ Title of the documentary ○ My/our name(s) ○ Junior OR Senior Division ○ Individual OR Group Documentary ○ Number of words in the process paper No other information (school, state, teacher, course) is contained on this page.
	Following my/our title page is a process paper. The process paper addresses the following questions in no more than 500 words: ○ How did you choose your topic and how does it relate to the annual theme? ○ How did you conduct your research? ○ How did you create your project? ○ What is your historical argument? ○ In what ways is your topic significant in history? My/our process paper does not include quotes, images, or captions.
	My/our annotated bibliography contains the following: ○ A complete list of all sources used to create this project ○ Annotations for each source In addition: ○ My/our annotated bibliography is separated into two sections—one for primary sources, another for secondary sources. ○ The annotations describe how I/we used the source and how it helped to understand the topic. ○ If I/we used several items from the same collection, they are combined into a single citation. I/we did **not** attach primary or secondary materials to the annotated bibliography.
	My/our written materials are printed (typed) on plain, white 8.5 x 11-inch paper (A4 for international affiliates), with 1-inch margins on all sides, in 12-point font.
	My/our written materials are assembled in the following order and stapled/clipped in the top left corner: ○ Title page ○ Process paper ○ Annotated bibliography I/we did **not** enclose these materials in a binder or folder.

I/we certify that this National History Day project is the result of my/our unique academic work. All assistance and sources are properly credited.

Signed: _____ Date: _____

Signed: _____ Date: _____

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Signed: _____ Date: _____

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