

History Fair Checklist

Exhibits

1.	Does my board have a large title ?	Yes	No
2.	Does my title include the theme ?	Yes	No
3.	Does my board have sections with subtitles?	Yes	No
4.	Do my subtitles include the theme ?	Yes	No
5.	Is there a paragraph of my own writing for each subtitle?	Yes	No
6.	Do my paragraphs tell the whole story of my topic so that it makes sense?	Yes	No
7.	Do my paragraphs repeatedly connect my topic to the theme ?	Yes	No
8.	Does my introduction include a clear thesis ?	Yes	No
9.	Does my thesis mention my topic and the theme ?	Yes	No
10.	Does my thesis include evidence/significance of my topic?	Yes	No
11.	Does my conclusion summarize the significance of my topic?	Yes	No
12.	Did I check the spelling and grammar on my board multiple times?	Yes	No
13.	Is my board organized ? Can a reader clearly tell where to start and finish?	Yes	No
14.	Does my board have several visuals for each section?	Yes	No
15.	Are the visuals of different types ? Photos, quotes, charts, maps, headlines, etc.	Yes	No
16.	Is my board visually attractive ? Is my board color-coded to make reading easy? Is everything cut out neatly and straightly? Is everything mounted on construction paper? Is everything glued properly to the board?	Yes	No
17.	Does my board fit in the size limitations of 6 feet high by 40 inches wide by 30 inches deep?	Yes	No
18.	Is my board free-standing ?	Yes	No
19.	Are all group members' names clearly on the back of the board?	Yes	No
20.	Is my exhibit number clearly on the back of the board?	Yes	No
21.	Is the Chicago connection clear throughout my board?	Yes	No
22.	Does my board prove my thesis?	Yes	No

History Fair Checklist

Papers

1.	Does my paper have a cover page with my name, teacher, class, date, word count and title on it?	Yes	No
2.	Does my paper fit within the 1500 to 2500 word limit ?	Yes	No
3.	Does my paper's title include the theme ?	Yes	No
4.	Does my paper include a detailed outline after the cover page of the paper's content?	Yes	No
5.	Is my paper properly formatted ? Is it double-spaced, typed, with 1 inch margins, Times New Roman font, and size 12?	Yes	No
6.	Does my paper include a clear thesis at the end of the introduction?	Yes	No
7.	Does my thesis mention my topic and the theme ?	Yes	No
8.	Does my thesis include evidence/significance of my topic?	Yes	No
9.	Does my paper include subtopics ? If not, do my paragraphs tell the whole story of my topic so that it makes sense?	Yes	No
10.	Do all my body paragraphs have citations ? (Either parenthetical or footnotes.)	Yes	No
11.	Does my paper include specific evidence and quotes ?	Yes	No
12.	Does my conclusion summarize the significance of my topic?	Yes	No
13.	Did I check the spelling and grammar in my paper multiple times?	Yes	No
14.	Is the Chicago connection clear throughout my paper?	Yes	No
15.	Does my paper prove my thesis?	Yes	No

History Fair Checklist

Documentaries

1.	Does my documentary begin with a title that includes my topic and the theme ?	Yes	No
2.	Does my documentary have audio narration and/or music?	Yes	No
3.	Is my narration loud and clear enough? Am I speaking with enthusiasm and inflection?	Yes	No
4.	Does my narration include an introduction with a thesis ?	Yes	No
5.	Does my thesis include the theme ?	Yes	No
6.	Does my thesis mention my topic and the theme ?	Yes	No
7.	Does my thesis include evidence/significance of my topic?	Yes	No
8.	Are there little to no words on the screen while my narration tells the story?	Yes	No
9.	Does my documentary have enough clear visuals ?	Yes	No
10.	Are the visuals of different types ? Photos, quotes, charts, maps, headlines, etc.	Yes	No
11.	Do the visuals on the screen correspond to the narration?	Yes	No
12.	Does my documentary include subtopics ? If not, does my narration tell the whole story of my topic so that it makes sense?	Yes	No
13.	Do my narration and visuals tell the whole story of my topic so that it makes sense?	Yes	No
14.	Does my documentary include specific evidence and quotes ?	Yes	No
15.	Does my conclusion summarize the significance of my topic?	Yes	No
16.	Did I check the spelling of any words on the screen and any grammar multiple times?	Yes	No
17.	Does my documentary end with a list of credits for participants and for major audio and visuals sources?	Yes	No
18.	Is my documentary self-running ?	Yes	No
19.	Does my documentary fit within the 10 minute time limit ? Is my documentary at least 8 minutes, but no longer than 10 minutes from start to finish?	Yes	No
20.	Did I make sure that my documentary format is compatible with school computers/TVs? If not, will I bring in my own equipment to present my documentary?	Yes	No
21.	Is the Chicago connection clear throughout my documentary?	Yes	No
22.	Does my documentary prove my thesis?	Yes	No

History Fair Checklist – All Project Categories

Summary Statement Forms

1.	Is my SSF complete ? Are all questions <i>completely, thoroughly and thoughtfully</i> answered? Are all names on the SSF? Are all boxes checked?	Yes	No
2.	Is my SSF typed ? (Download High School SSF as a Microsoft Word document from chicagohistoryfair.org .)	Yes	No
3.	Does the thesis on the SSF match the thesis on my board, in my paper or in my documentary?	Yes	No
4.	Did I check the spelling and grammar multiple times?	Yes	No

Annotated Bibliographies

1.	Did I include all names, my class period, and my teacher at the top of and label it as my Annotated Bib.?	Yes	No
2.	Did I cite at least 15 sources that I used for research on the Annotated Bib.?	Yes	No
3.	Did I write an annotation for each source?	Yes	No
4.	Did I include enough detail in my annotations? Did I describe the type of source, the audience for the source, things that make the source unique, things that made the source particularly useful, things that made the source less useful, and where I specifically used the source in my project?	Yes	No
5.	Did I cite my sources using perfect MLA format ? (Use easybib.com and then copy/paste to a Word file or reference your Cheat Sheet.) Did I start with author's last name? Is there a period at the end of every citation? Is the first line of the annotation all the way to the left margin and any subsequent lines indented?	Yes	No
6.	Did I divide my sources into Primary and Secondary sources and label each section as such? (You should at least have a few primary sources. Remember, those were written at the time of your event by witnesses.)	Yes	No
7.	Did I alphabetize my sources by last name within each section (primary and secondary)? (DO NOT NUMBER SOURCES!)	Yes	No
8.	Did I leave a space between each citation and a space between each citation and annotation? (Your Annotated Bib. does not have to be double-spaced, but it should leave enough space between sources and annotations so that it is easy to read.)	Yes	No