**Exhibit Task Checklist**

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| **TASK TO COMPLETE FOR AN EXHIBIT** |
| **Materials** |
|  | Board Size | Project board height must be 36 inches (3 feet). No taller, no shorter |
|  | Construction Supplies | Obtain 2 color backing paper for text and evidence, rubber cement, and paint for board background design |
|  | Graphic Design | Complete ‘Exhibit Graphic Design’ and seek approval from teacher |
| **Analysis Statements** |
|  | Creating Argument | Transfer key argument sentences to ‘Exhibit Mockup Chart’ from written paper. |
|  | Analysis Statements Paragraphs | After teacher approval, create paragraph form analysis statements in a document. Include titles for each paragraph and format. Insert a transition word at the beginning of each point. **(CHECK SPELLING AND GRAMMAR)** |
|  | Text Format | Use Arial 18 point font, .5 margin on all sides, 1.5 spacing |
|  | Word Limit | Check word count of analysis statements including all titles. 600 word maximum (Timeline text counts in word count) |
| **Evidence** |
|  | Visual Evidence | Insert gathered primary source into ‘Exhibit Mockup Chart.’ Identify source archive and year. Every argument point must by supported by evidence |
|  | Type of Evidence | Use a variety of evidence including pictures, political cartoons, documents, etcAvoid duplicate images and non-action photos. Quotes support visuals |
| **Project Construction** |
|  | Background Design | Complete background design with color, point, drawing, or collage |
|  | Print Written Evidence | Print analysis statements to include titles as part of text block. Print quotes the same size as analysis statements. Include citation of speaker and role |
|  | Print Visual Evidence | Resize and print images to no smaller than 3x5 or larger than 4x6. Each piece of evidence must include the citation of archive and year. |
|  | Project Title | Receive teacher approval for title placement, size, and materials used to display |
|  |  Color Backing | Mount all analysis statements on one color. Mount all evidence on another color. Use only 2 colors |
|  | Exhibit Layout | Receive teacher approval of exhibit layout before gluing anything to the board. |
| **Documentation** |
|  | On Board Citations | Check that all visual evidence has been cited on exhibit |
|  | Research Description | Write and type Research Description (500 words) and title page. Print 2 copies |
|  | Annotated Bibliography | Print 2 copies of the Annotated Bibliography. Alphabetize and separate into primary and secondary sources. |
| **Project Submission** |
|  | Entry Number & Label | See teacher for project Identification Label and Entry Number labels |
|  | Project Paperwork | Attach 1 copy of Title Page, Research Description, and Annotated Bibliography |