

Exhibit Task Checklist

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 be supported by evidence
	Type of Evidence	Use a variety of evidence including pictures, political cartoons, documents, etc Avoid 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