Sample Timeline from Greater Denver Metropolitan History Day

Date	Goal	Student/Teacher Responsibilities
November 1	Choose three possible topics for preliminary research; group decision deadline	Have students check-in with their three top ideas; give feedback. Students also must have decided whether to work alone or in a group
November 15	Choose topic and working title	At this check-in, students will decide on a topic and create a working title. Help students begin to work on their thesis statement, understanding that it will probably change.
November 30	Conference with teacher about primary/secondary sources. Adjust sources if necessary.	At this check-in, student and teacher will evaluate students' progress with sources and research. This can be a note check or journal check as well.
December 1-January 1	Research window	Teacher should continue to check notes, journals, etc. and guide with source ideas.
January 5	Note cards due	Students should complete the majority of their research by this deadline. They may find a need to return to research later to find final details or evidence.
January 15	Outline or storyboard due Thesis statement due	After instruction of thesis statements, students should complete their thesis statement. At this check, students should also have their project organized.
January 15-February 1	Project production	During this timeframe, the teacher should check-in with each project to gauge progress. If your students are keeping NHD journals, these should be checked.
February 15	Give paper/script to an editor for feedback	This could be a peer editor or an adult editor.
February 20	Presentation day—papers and websites	Because papers and websites must be pre-submitted, they must be completed earlier than other projects. Take this into consideration when planning.
February 25	Annotated bibliography/ process paper check	The teacher should guide students in presenting footnotes, bibliography and process paper in the correct manner.
March 1	Entry deadline	Teacher should double check to be sure that registration is complete ahead of time. Do not wait until the last minute! Also ensure that student papers and website URLs have been submitted. Double-check website URLs for accuracy prior to submission.
March 1-9	Complete exhibits, performance, and documentaries	Check in with students to ensure they are completing on time. Be sure to check for historical accuracy, and spelling/grammar errors.
March 9	Presentation day—exhibits, performances and documentaries	This could be in-class, or as a school contest
March 17	Regional competition	Ensure that you have ample supervision for all of your students attending the competition. See your regional competition schedule for details.
March 19	Evaluations	This gives the teacher an opportunity to evaluate the students' learning and gives students an opportunity to do a self-evaluation.