Sac History Day – Podcast
Submission Instructions

Your group or individual podcast will be submitted as a **MP3 or MP4 Audio file**. Your written materials will be submitted as a **PDF**.

For groups, only one group member needs to submit the project.

Your podcast must conform to all of the rules in the NHD Rule Book:
https://www.nhdca.org/contest-rules

Submitting Your Podcast

STEP 1
Save the **final version** of your podcast as a **MP3 or MP4 Audio file**. Use the following naming format:

Division_Category_lastname(s).mp3

[separate last names by an underscore]

example
Jr_GroupPodcast_Ortiz_Krishnan.mp3

STEP 2
Save your written materials.

1. Print or export your Title Page, Process Paper, Show Notes, and Annotated Bibliography as PDFs.
2. Create **one combined PDF** of the following items in the order below.
   1. Title Page
   2. Process Paper
   3. Show Notes*
   4. Annotated Bibliography

How to Combine your PDFs

You can use the free software ilovepdf.com or smallpdf.com to merge your PDFs into one PDF document.

STEP 3

Naming your files. Save your combined PDF with the following naming format:

Division_Category_lastname(s).pdf

[separate last names by a underscore]

example
Jr_GroupPodcast_Ortiz_Krishnan.pdf

STEP 4

Use the link below to complete a google form to submit your podcast and supporting paperwork.

Submit Podcast & Paperwork

*

Show Notes Explained

Show Notes Template

Note: The Show Notes Template will ask you to make a copy.