



NHD Sacramento Contest Guide

March 15, 2025

**California State University, Sacramento
Sacramento, CA**



2025 Sacramento County History Day

Schedule of Events

Sacramento State University Union

Wednesday, March 5th

Student Interview Schedule Posted (www.nhdca.org/sacramento)

Saturday, March 15

7:30 am – 9:15 am

Exhibit & Poster Set-up – Ballroom

9:15 am

Deadline for all Exhibits & Posters to be set up – Ballroom

7:30 am – 12:00 pm

Check-In (All Categories) – University Union Ballroom Lobby

Allow enough time to check-in and get to your interview room on time.

9:45 am

Teacher Gathering – Oak Room (2nd floor)

10:15 am – 12:30 pm

Preliminary Judging & Interviews (All Categories) – Assigned Rooms

Check the interview schedule for your specific room & time.

Lunch - On your own

12:30 – 1:00 pm

Special Awards Ceremony & Finalist Announcements - Amphitheater

- Projects will be recognized based on topical categories (ie. Sacramento History, Medical History, Women’s History, etc.)
- Students will be notified if they are receiving a special award.
- Finalist Announcements will be made – We will announce projects moving on to a final round of judging– see below. We will also post this information on our website and in the Ballroom Lobby.

1:00 pm – 2:30 pm

Finals Judging

- The following categories will have a final round of judging. The top projects from each preliminary heat will move on to a final heat. Champions will be picked from these final heats.
 - Elem. Group & Individual Posters and Elem. Group Podcast
 - Jr. Group & Individual Exhibits and Jr. Individual Documentaries
 - Students are not present for finals judging.

2:30 pm – 3:30 pm

Public Viewing – Exhibits & Posters – Ballroom

Do not remove your exhibit or poster until after public viewing has ended.

3:30 pm – 4:15 pm

Awards Presentation – Ballroom

- Contest Champions and Runners-up will be announced. Students will come on stage to receive medals.
 - 3 Champions for Jr. & Sr. division group & Individual categories
 - 4 Champions for Elem. division group and individual categories.
 - Champions qualify to advance to the NHD-CA state competition.

4:15 pm – 5:00 pm

Pick-Up Exhibits & Posters – Ballroom

Exhibits and Posters left behind will be discarded.



Front of Campus

CSU Sacramento, Union

6000 Jed Smith Drive, Sacramento, CA 95819

Parking Instructions

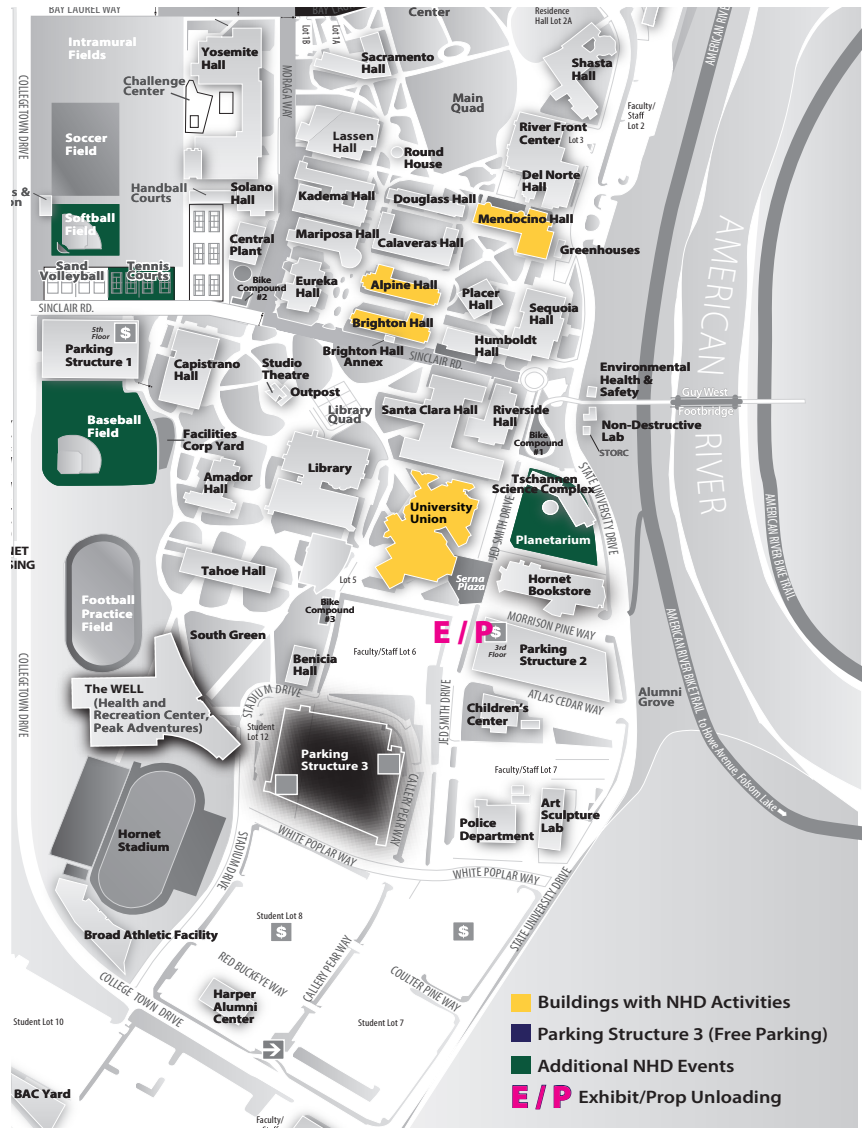
Participants may **park for free** on campus in designated areas or by entering a event code. Instructions and locations will be emailed to you a couple days before the contest.

Parking is enforced 24 hours a day. All other lots are available with paid permits. Permits may be purchased through marked machines.

Exhibit & Performance Prop Drop Off

You may drop off Exhibits, Performance props, and other large items closer to the Union.

Drop Off Instructions: From State University Drive, turn onto Atlas Car Way (between Parking Structure 2 and the Children's Center). You can drop items off at the intersection of Atlas Car Way and Jed Smith Drive. Once you have dropped items off, you must park in a designated parking spot.

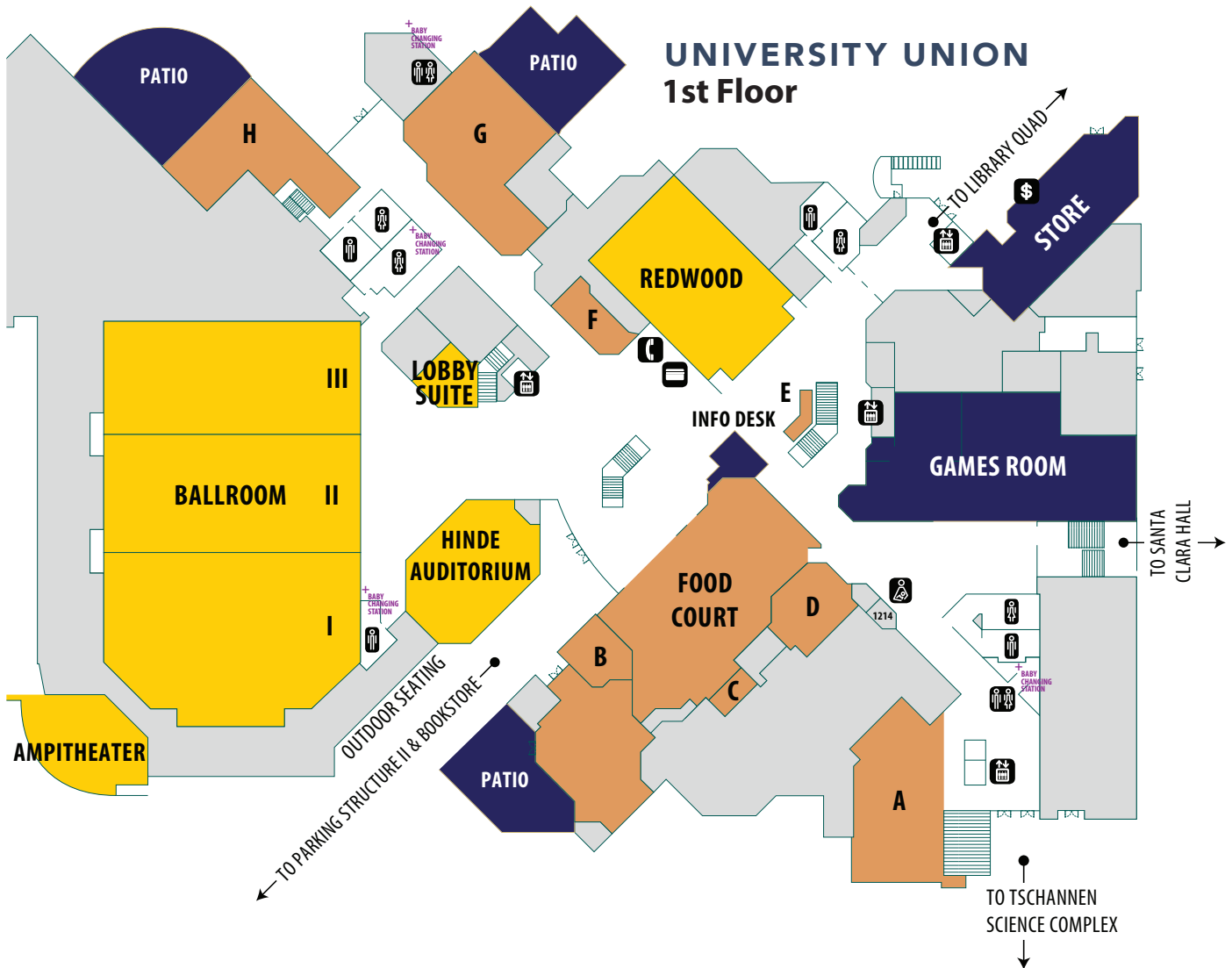


Highway 50

Check-In at NHD-Sac

When you arrive at the University, follow the signs to the check-in area located on the 1st Floor of the University Union in front of the ballroom. Each student will need to check-in to receive their name badge, event program, t-shirt, and other contest materials.

- **Performance, Exhibit & Poster participants:** Please check-in first and then unload your props, exhibits and displays.
- **Teacher Check-in:** Teachers must check-in to receive their name badge, t-shirt & program.



NHD Events

Open to NHD

Union Food

A - Starbucks

B - Good Eats

C - Panda Express

D - Tenders Love and Chicken

E - Ace Sushi

F - Jamba Juice

G - Round Table

H - Engrained Restaurant

INFORMATION DESK



MOTHER'S ROOM

ALL GENDER

WOMENS RESTROOM

MENS RESTROOM



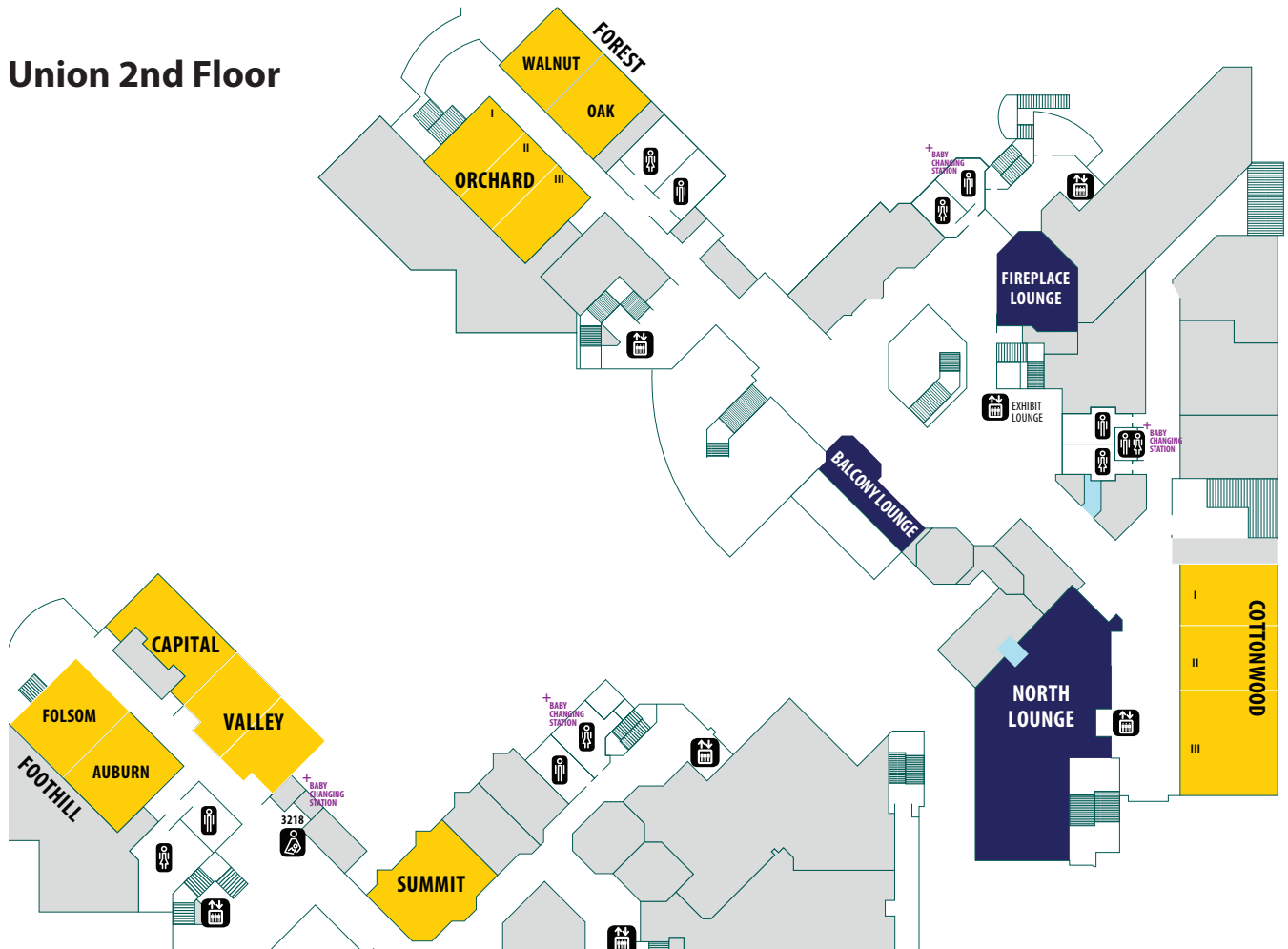
ONE CARD MACHINE



CAMPUS PHONE

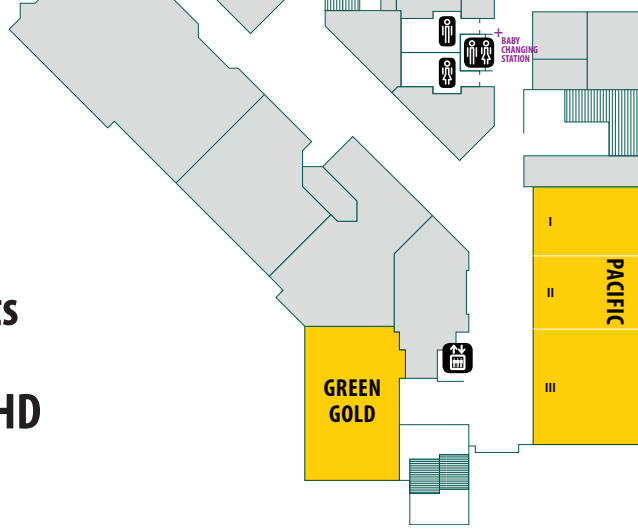


Union 2nd Floor



Union 3rd Floor

- NHD Events
- Open to NHD



LOCATED ON THE FIRST FLOOR
INFORMATION DESK

+ BABY CHANGING STATION

 MOTHER'S ROOM

 ALL GENDER

 WOMENS RESTROOM

 MENS RESTROOM

 ELEVATOR



Entry Information – Documentary

Location: See [Interview Schedule](#)

Upon Arrival: Student check-in is on the first floor of the Student Union - Ballroom Lobby.

Prior to the Contest: You **MUST** upload a pdf of your title page, process paper, and annotated bibliography by March 2nd. You will receive an email with instructions on how to upload the PDF.

Options for playing your Documentary At NHD-Sacramento:

- Recommended**
- **Submit a Web-Based Sharable Link:** Students can upload their Documentary to a private channel on a web-based service, like You Tube, or save it to a Cloud-based storage service like Google Drive and **provide this link by March 2nd.**
 - Link share settings must be set to "Viewable by anyone with the link".
 - You will receive an email with instructions on how to provide your project link to NHD-Sac.
 - **Bring Your Own Device:** Bring a laptop or tablet and play your Documentary directly from the device.
 - An audio and projection system with an HDMI port will be available. Students are responsible for any additional adapters they may need to connect their own device.
 - **MP4 – USB Flash Drive:** From your Documentary software, save or export your project as a **.MP4 File**. This file type is playable on a wide variety of computers.

Available Equipment: Each room will be equipped with the following:

- Audio and projection system with HDMI port adapters.
- Computer with USB port and wireless internet connection.

Testing Your Equipment or Uploaded Link:

You may test your equipment or link in **your scheduled interview room between 8:30 - 9:15 AM** before interviews begin. It is the **STUDENT'S RESPONSIBILITY** to make sure that they have a presentation format that works with the available equipment (or their own equipment) and are ready at their scheduled judging time.

Set-Up: Documentary students should use their five-minute set-up time to make sure that all equipment is in working order and that sound levels are correct.

Public Viewing of Documentaries: Documentary judging rooms are open to the public. Audience members should silence cell phones and only enter or exit a room between presentations.

Be Sure to Bring

- A backup of your Documentary in another format (flash drive, etc.).
- Technology, if you did not upload
 - If bringing your own device, you will need to provide the device and any necessary adapters.



Entry Information – Exhibit

Location: **Ballroom, Student Union**

- **Your Title Page** should include the number of student-composed words on your Exhibit and the number of words in your process paper.
- **Credits Required for all Visual Sources:** Credits are required for all visual sources on Exhibits. Exhibit instructions are on page 31 of Rule book.

What to Bring: In addition to your Exhibit, and any special tools or materials you need for set-up, you must bring:

- **Four copies** of your title page, process paper, and annotated bibliography stapled (no other covers or bindings). Mark one as "DISPLAY COPY".
- Leave these copies in front of your exhibit during set-up.

Upon Arrival: Student check-in is on the first floor of the Student Union in front of the Ballroom.

Exhibit Drop Off: Exhibits can be dropped off in front of the union. See page 9 for instructions & Location.

Set-Up: Students may have assistance to carry and lift Exhibits, but **students are required to do all set-up.**

- **7:30 - 9:15 am** is the time frame students have to set up their exhibit.
- Students will need to leave the Ballroom by 9:15 am so Judges can begin previewing exhibits.

Three-Dimensional Exhibits: Space for three-dimensional (walk-around) Exhibits will be provided

Electricity: All exhibits will have access to electricity.

Public Viewing of Exhibits: To help ensure the Exhibit Hall is a place for fair judging, access to Exhibit areas will be limited at several points during the day. Public viewing times are listed below:

- 2:30 pm—3:30 pm on Saturday

Interviews: Student interviews with the judges are required. Interviews are not open to the public.

Final-Round Judging: After the First-Round of judging is complete, judges will select their top three entries from each heat to move on to a Final Round of competition. Exhibit students are NOT present during final round judging.

- **Only Junior Group & Individual Exhibits will have a final judging round.**

Exhibit Removal

Under NO CIRCUMSTANCES will students who made finals be allowed to remove their Exhibits before the end of final judging.

Students may remove their exhibits after the Awards ceremony concludes.

- If you need to leave the contest before the awards ceremony is done, make arrangements with your school or other students to pick up your Exhibit. **NHD Sac will not be responsible for any Exhibits that are left behind** and they will be disposed of by staff.

Be Sure to Bring

- Your Exhibit
- Four copies of your title page, process paper, and bibliography
 - stapled (no other covers or bindings)
 - printed before coming
- Any supplies you need



Entry Information – Posters

Elementary Division

Location: Ballroom, Student Union

- **Your title page** should include the number of student-composed words on your Poster and the number of words in your process paper.
- **Credits Required for all Visual Sources:** Credits are required for all visual sources on Posters. See Poster Rule on page 10 of the Podcast & Poster Rule Book
- **What to Bring:**
 - Your physical Poster & 4 copies of your process paper and annotated bibliography.
 - When you have finished setting up, leave four copies at your Poster and mark one "DISPLAY COPY". You may also want to bring an additional copy for your own reference.

Upon Arrival: Student check-in is on the first floor of the Student Union in front of the Ballroom.

Set-Up: We will provide a table-top easel stand for your Poster. Students are required to do all set-up.

- **7:30 - 9:15 am** is the time frame students have to set up their poster.
- Students will need to leave the Ballroom so Judges can begin previewing posters at 9:15 am.

Public Viewing of Posters: To help ensure the Exhibit Hall is a place for fair judging, access to Exhibit areas will be limited at several points during the day. Public viewing times are listed below:

- 2:30 pm—3:30 pm on Saturday

Final-Round Judging: After the First-Round of judging is complete, judges will select their top two entries from each heat to move on to a Final Round of competition. Poster students are NOT present during final round judging.

Projects advancing to the final round will be announced at 12:30 and also posted online. See Contest schedule.

Poster Removal

Posters can be removed after the awards ceremony.

Poster Judging/Interview Process

The Viewing Process (15 minutes)

- All students in a heat enter together (8-10 projects)
- Students and judges participate in an informal gallery walk & use provided post it notes to leave affirmations on the other Posters in their heat.
- No formal presentations or introductions.

The Interview Process (30 minutes)

- Once interviews begin, students stand by their projects and judges will come by to discuss their entry (no longer than 3-5 minutes)
- Judges will ask open-ended questions (see below) with the intent to engage the student(s) in conversation about their entry.
- Once interview is completed, students exit the room.

The Evaluation Process

- Students are only required to annotate 5 sources on their bibliography.
- Students who annotate more do not receive an advantage.
- The interview is not scored.

Judges choose their questions from the list below.

- How did you choose your topic?
- How did you research your topic?
- How does your topic connect to this year's theme?
- How did you create your project?
- What did you learn that surprised you?
- What source was the most helpful?
- What would you like to know more about?

Be Sure to Bring

- Your Poster
- Four copies of your title page, process paper, and bibliography
 - stapled (no other covers or bindings)
 - printed before coming



Entry Information – Podcast

Elementary Division

Location: See [Interview Schedule](#)

Upon Arrival: Student check-in is on the first floor of the Student Union in front of the Ballroom.

Prior to the Contest: You MUST upload a pdf of your title page, process paper, and annotated bibliography and a link to your project by March 2nd. You will receive an email with instructions on how to upload the PDF.

Options for playing your Podcast At NHD-Sac:

- **Submit a Web-Based Sharable Link:** Students can upload their Podcast to a private channel on a web-based service, like You Tube, or save it to a Cloud-based storage service like Google Drive and provide this link by March 2nd.
 - Link share settings must be set to "Viewable by anyone with the link".
 - You will receive an email with instructions on how to provide your project link to NHD-Sac.
- **Bring Your Own Device:** Bring a laptop or tablet and play your Podcast directly from the device.
 - An audio system with an HDMI port will be available. Students are responsible for any additional adapters they may need to connect their own device.
- **MP3 or MP4 – USB Flash Drive:** From your Podcast software, save or export your project as a MP3 or MP4 Audio File. These file types are playable on a wide variety of computers.

Available Equipment: Each room will be equipped with the following:

- Audio system with HDMI port adapters.
- Computer with USB port and wireless internet connection.

Public Viewing of Podcasts: Guests are welcome to be in the Judging room during the podcast festival.

Elementary Podcast Festival Judging Process:

All students in a heat enter together (8-10 projects)

Students will sit in the front rows. Parents can be in the back. Students will play their podcast for the judges and audience.

- You will click on the link you uploaded to NHD-Sac or plugging in your flash drive or laptop and play it from your device.
- Judges will help you if needed.

You will listen to all of the podcasts in your heat.

- Use the provided post-it notes to write what you liked about each podcast.
- You will put your post-it notes on a sign hung on the wall (one for each project).

Finally, you will talk to the judges

- Parents will leave and students will stand by their sign on the wall and judges will come by to discuss their entry (no longer than 3-5 minutes)
- Judges will ask open-ended questions (see below) with the intent to engage the student(s) in conversation about their entry.
- Once interview is completed, students exit the room.

When judges talk with you, they will choose their questions from the list below.

- How did you choose your topic?
- How did you research your topic?
- How does your topic connect to this year's theme?
- How did you create your project?
- What did you learn that surprised you?
- What source was the most helpful?
- What would you like to know more about?

Be Sure to Bring

- Your Podcast if you did not share it by April 17th.
- A backup of your Podcast in another format (flash drive, etc.).
- Technology, if you did not upload



Entry Information – Podcast

Junior & Senior Division

Location: See [Interview Schedule](#)

Upon Arrival: Student check-in is on the first floor of the Student Union in front of the Ballroom.

Prior to the Contest: You **MUST** upload a pdf of your title page, process paper, and annotated bibliography and a link to your project by March 2nd. You will receive an email with instructions.

Options for playing your Podcast At NHD-Sac:

- Recommended**
- **Submit a Web-Based Sharable Link:** Students can upload their Podcast to a private channel on a web-based service, like You Tube, or save it to a Cloud-based storage service like Google Drive and provide this link by March 2nd.
 - Link share settings must be set to "Viewable by anyone with the link".
 - You will receive an email with instructions on how to provide your project link to NHD-Sac.
 - **Bring Your Own Device:** Bring a laptop or tablet and play your Podcast directly from the device.
 - An audio system with an HDMI port will be available. Students are responsible for any additional adapters they may need to connect their own device.
 - **MP3 or MP4 – USB Flash Drive:** From your Podcast software, save or export your project as a MP3 or MP4 Audio File. These file types are playable on a wide variety of computers.

Available Equipment: Each room will be equipped with the following:

- Audio system with HDMI port adapters.
- Computer with USB port and wireless internet connection.

Testing Your Equipment or Uploaded Link:

You may test your equipment or link in **your scheduled interview room between 8:30 - 9:15 AM** before interviews begin. It is the **STUDENT'S RESPONSIBILITY** to make sure that they have a presentation format that works with the available equipment (or their own equipment) and are ready at their scheduled judging time.

Set-Up: Podcast students should use their five-minute set-up time to make sure that all equipment is in working order and that sound levels are correct.

Public Viewing of Podcasts: Podcast judging rooms are open to the public. Audience members should silence cell phones and only enter or exit a room between presentations.

Be Sure to Bring

- A backup of your Podcast in another format (flash drive, etc.).
- Technology, if you did not upload
 - If bringing your own device, you will need to provide the device and any necessary adapters.



Entry Information – Performance

Location: Union, Hinde Auditorium

Upon Arrival: Student check-in is on the first floor of the Student Union in front of the Ballroom.

What to Bring:

- **Three copies** of your title page, process paper, and annotated bibliography stapled (no other covers or bindings).
- Props & costumes for your Performance.
- Do not assume that props or backdrops will be available in Performance judging rooms.
- Chairs and/or tables may be available, but students should bring their own if they are needed for the Performance.

Prop Drop Off: Students may drop off props by pulling up in front of the Union and then parking in one of the student lots.

Prop Storage: A prop storage room will be available in the Union Lobby Suite.

- Do not leave valuables in this area. It will not be supervised by History Day staff.
- Please keep your props organized and out of the hallways.
- All props must be removed by the end of the day.

Set-Up: Students will have five minutes to set up their own props prior to the Performance and five minutes to remove items following the interview at the conclusion of the Performance. You must be able to set up the props for your Performance without the help of others.

Public Viewing of Performance: Performance judging rooms are open to the public. Audience members should silence cell phones and only enter or exit a room between presentations.

Be Sure to Bring

- Three copies of your title page, process paper, and annotated bibliography for the judges.
- Props, if needed
 - Rooms will likely have chairs, but do not count on any specific props to be available.
 - Costumes, make-up, or hair supplies
 - Technology, if needed. Rooms will not have computers, projectors or extension cords.
- Emergency supplies
 - Consider double-sided tape, glue stick, rubber bands, or safety pins.
 - Garbage bag to cover props in case of rain.



Entry Information – Website

Location: See [Interview Schedule](#)

Prior to the Contest:

- **Word Count:** Students should include the number of student-composed words in their Website and the number of words in their process paper on the home page of their Website.
- **Website Editor Lockout:** Judges will review Websites in advance of the contest. Website students will be LOCKED OUT of editing their site at 8:59 PM on March 2nd.

Upon Arrival: Student check-in is on the first floor of the Student Union in front of the Ballroom.

What to Bring:

Students do not need to bring copies of their process papers or bibliographies for the judges. These materials **MUST** be included on the Website.

Interviews & Project Viewing:

- Website students will be interviewed by a panel of judges at NHD Sacramento.
- Judges will have already reviewed the projects in advance of the contest.
- Interviews are not open to the public.
- Students will not present their Website or walk judges through each page.

You May Want to Bring

- A printed copy of your bibliography for your reference.



Frequently Asked Questions

Do all students in a group have to be present at the contest?

No. However, all members of a group must register and pay for the competition even if they can't attend. At least one member must be present for the interview.

Do I have to be at the NHD Sac competition for the whole time?

No, you will need to be present to set up your project and participate in your interview. You are free to leave and then come back for the awards ceremony.

Do students have to bring physical Exhibits & Posters?

Yes, all Posters and Exhibits must be physical. No virtual submission will be allowed. Check your entry information page for when these need to be set-up.

What time should I arrive to NHD Sac?

If you have an exhibit or poster these must be set up between 7:30 - 9:15 a.m. the morning of the competition. For all other project, you will just need to show up in time to check in and report to your room in time for your scheduled interview.

When can students set up Exhibits & Posters?

Saturday morning between 7:30 - 9:15 AM.

When can Exhibits & Posters be removed?

At the very end of public viewing or after the award ceremony. See your entry info page.

Will I have to pay for parking?

No, the university will have designated lots where you can park for free without a permit or will provide a code for free parking. This information will be emailed to you.

Can a parent, chaperone, or teacher check in for students?

No, all students must pick up their own registration packet at check-in.

Who are the judges?

History Day judges are volunteers. They come from a variety of professional backgrounds. They love history and working with young people.

What should I wear?

There is no dress code. Wear clothing that makes you feel confident. Only Performance students may wear costumes.

What should I expect for an Elementary Division Poster or Podcast Interview?

See your entry information page for Elementary Posters and Podcasts for information on elementary interviews.

What should I expect for my interview for Junior & Senior Division Students?

Keep in mind that this is an interview - judges lead the discussion. The only category that needs to have a prepared presentation are performances.

Although your total session will be 10-20 minutes (depending on your category), your interview portion with the judges will be about 5 minutes in length. You will be asked questions from 2-3 judges who are volunteers from the community. The judges will ask you questions that allow you to showcase your knowledge of your topic and highlight your project. They will not "quiz" you. Remember, the judges are there to learn about your project!

Typical questions might include:

- How did you choose your topic?
- How did you go about researching your topic?
- What were your most helpful sources?
- How does your topic connect with this year's theme?
- How did you create your project?
- They may ask specific questions about your topic or what you discovered during your research.
- What did you learn that surprised you?
- What would you like to know more about?



FAQ - Continued

Where can I eat?

Starbucks and Round Table will be open. It's possible that other vendors may open or you can venture off campus for lunch/food.

What should I do when I'm done being judged?

Students can bring games, music, or homework to the contest. You may also watch Documentaries, Podcasts and Performances to support your friends being judged! You may also leave and come back later if you choose.

What if I need help with technology?

- **Limited** tech support will be available near Documentary & Podcast rooms during judging.

Is there Wifi on campus?

Wireless Internet Access: Select the open guest wireless network.

Why isn't the Exhibit hall open all the time?

Judges and students have told us that it is hard to look at Exhibits and talk with judges while the room is full of excited people. We are limiting access to Exhibit areas to help keep distractions to a minimum and improve judging.

What should I do/bring for Documentary, Podcast or Website technology?

Please look at the category-specific instructions so you can bring all necessary equipment.

Will Final-Round schedules be posted online?

Finalists will be announced at Sac State and also posted on the NHD Sacramento Webpage.

What is a Finalist/ Final Rounds?

If a category has more projects than can be evaluated by one group of judges (10 or more) we divide the projects into 2 or more heats. The preliminary round judges select 2-3 projects from these heats to move on to a Final Round to determine the winning entries. Check the "Schedule of Events" for a list of categories that will have a finals round.

What happens if I am a finalist?

For most categories, students are not present during finals judging. See the Entry Information page for your category for more information.

Do I need to be at the Awards Ceremony?

No. However, we encourage everyone to attend. If you are declared a Sacramento champion, we will notify you.

Where do I go to get my entry number?

Entry numbers will be listed in the Interview Schedule that will be posted online at <https://www.nhdca.org/Sacramento> on March 5th.

How and when do I get my score sheets?

Score sheets will be available to download once judges are finished and they have been reviewed. You will be sent information on how to download these from your online student or coach portal after the contest.

Can parents and other participants watch an interview?

- **Documentary, Podcast & Performance** rooms are open to the public (space permitting). Please only enter rooms in between scheduled interviews. Phones must be on silent.
- **Website** rooms are not open to the public.
- **Exhibit & Poster** rooms are not open to the public. However, the Exhibit/Poster rooms will be open at designated times for students to share their projects and for contest spectators to enjoy the many amazing projects developed by California students. See Contest Schedule for public viewing dates & times.
- Parents and other guests are to have no interaction with the students or judges during the interview.



FAQ - Continued

What types of Awards are given?

Champions We will award 3 projects as champions for each Jr./Sr. Division category for both groups and individual projects. We will award 4 projects as champions for each Elementary Division category for both groups and individual projects. Champions will advance to the NHD-CA competition that takes place at Sac State in May.

Runner-Up

We will award 1 Runner-Up medal for Elementary Division Posters.

Special Awards

We will recognize projects and provide special awards. Special award judges look for projects that fit the criteria of the award. Examples of Special Awards:

- Environmental History Award
- Medical History Award
- WWI History Award
- Women's History Award

Special Awards Ceremony

Students receiving special awards will be notified a day or two before the contest. A ceremony to present certificates will be held (see schedule for time and location).