**Final Checklist for Quarter 3 Project**

**Script:**

* Is each person’s section of the script that they wrote labeled?
* If someone else had to write a section for another team member is that labeled?

Name of Person who is speaking

(Authored by – Name)

* Is the formatting correct?
  + 1 inch margins
  + Everyone’s name at the top
  + Title – Issue and minority group
  + Each person’s section labeled and name is bolded
  + Double space only each person’s section
* Have you done a spelling and grammar check?
* Has everyone checked the final draft?
* Are there parenthetical citations whenever a person used research in their part of the script to defend their claims?
* Works Cited Page
  + Is your works cited page on a separate sheet of paper?
  + Is it titled “Works Cited” page?
  + Do you have separate sections for both the script and the visual aid?
  + Are your sources in alphabetical order by Author’s Name/Title of document?
  + Are all of your sources in proper MLA formatting? (bibme.org or easybib.com)
* Did one member of the group submit it to Turnitin.com by 11:59 on Friday, March 9?

**Visual Aid:**

* Are you using a common font?
* Are you sure the text color can be seen from far away?
* If you have used charts/graphs/logos/images, are they labeled or captioned?
* Are your images appropriate for school? Are they real?
* Have you cited all your sources? (see above – Work Cited Page)
* Have you made sure that your information is clear and grammatically correct?
* Is there too much information or too little information on your presentation? Does it add to your presentation?
* If you are using animation, does it add to the presentation?
* If you are adding clips to the presentation, are they timed correctly?
* Is it a format that can be used by all computers on campus?
* If you are making a video:
  + Can you hear everyone speaking?
  + Is the footage clear?
  + Do you cover all of the information in your script?
  + Are there any distractions that will take away from the video?
  + Is it a formatting that can be used by all computers on campus?
* Did one member of the group send it to the common email address: [phs.ushistory18@gmail.com](mailto:phs.ushistory18@gmail.com).
  + Did you label it: Your Teacher’s Name – Period – Topic

**Overall Presentation:**

* Does person have your script printed or on index cards?
* Have you practiced your presentation in its entirety?
* Does everyone know who will be going when?
* Is everyone in appropriate dress?
* Is your presentation culturally sensitive to the group you are covering?