



# Final Project Submission Checklist

NAME: \_\_\_\_\_

**TO BE SUBMITTED BY ALL GROUPS ON THEIR PRESENTATION DATE!**

Include a copy of this checklist from all group members on top of the following items:

For each topic:

**Complete:**

1. 'Topic Organizaer' outline   
Complete with all subtopics  
(Pairs/small groups must indicate who will be responsible for each subtopic)
2. Summary Planning Sheet   
To be completed for the CONCLUSION section of the written report.
3. Project Proposal, List of Resources and Research Plan pages
4. Final Presentation Plan 
  - a. Oral presentation plan
  - b. Visual presentation plan (For display ideas, see [www.cbv.ns.ca/historical/](http://www.cbv.ns.ca/historical/))
5. Written report in a duotang (or similar alternative) 
  - a. Title page
  - b. Complete properly formatted *Works Cited* page   
Must include a minimum of two books, two encyclopedia entries  
and two internet/online sources *per student*.
6. Presentation display on display board (or similar alternative)
7. Any additional items that will accompany display   
Example: Related books, photos, models, artifacts, etc.

By EACH student:

1. TWO completed "Making Notes" pages with rough draft write-ups
2. Concept Map for one topic using one research source