

## Documentation Worksheet – Static entry basics

**“Documentation:** *In a well organized and readable style, describe the work and document all of its elements, placing the work in its historical time, geographic place, and describing its proper function. Include any conjectures made and the rationale for choices made that could not be documented from primary sources.”*

**What** is the item **you have made**? \_\_\_\_\_

**When** did the item **exist in period**? \_\_\_\_\_

**Where** did the item **exist in period**? \_\_\_\_\_

**How** was the item **used in period**? \_\_\_\_\_

**How** was the item **made in period**?

**Materials:** \_\_\_\_\_

**Tools:** \_\_\_\_\_

**Methods:** \_\_\_\_\_

**Where** did you **find** this information? (Sources: author, title, publisher, date, pages [if needed])

[**Attach** pictures/photocopies from the sources (or from museums, etc.) that will help others understand the item and your intent.]

**How** did **you make** the item? (If you deviated from period, explain why.)

**Materials:** \_\_\_\_\_

**Tools:** \_\_\_\_\_

**Methods:** \_\_\_\_\_

[**Attach** pictures/diagrams from your process that will help others understand what you have done.]

**From the Judging Form: 5 Points** = Sources include one or more of the following: an extant item, clear photographs, archaeological drawings, scholarly analysis. All translations provided for foreign language source passages. Sources clearly and concisely reference all choices made. Entrant evaluates and synthesizes source material to make independent and logical conclusions. Easy to read with clear and concise narration. Reference list is specific to the project. Citations are used throughout the entrant’s narration. Reference sources or copies provided for judges are clearly marked and cross referenced as to passages used.