

Science Fair Checklist

1. reserve facilities
 - date
 - time
 - location
 - tables
 - administrative approval
 - custodial assistance
2. recruit key volunteers
 - judge coordinator
 - refreshments
 - awards
 - logistics
 - registration/data entry
3. distribute rules and registration information
 - teachers
 - students
4. project registration
 - collect student's name, teacher's name, category and title for each project
 - ↳ Use mail merge to create program, exhibit placards and/or judge sheets
 - have each teacher enter the information in an excel spreadsheet then combine
5. public relations
 - visits by other students
 - parents
 - administrators
 - press release
6. judges
 - recruit
 - assign
 - judging forms and criteria
 - ↳ Clipboards, pens, nametags
 - appreciation (food, thank you notes or certificates)
7. awards
 - Order ribbons, certificates, etc.
 - awards presentation
8. data entry
 - tabulation of judging results
9. Intel NWSE registration
 - If held before Feb. 14th, register the top 20 projects to attend the Intel Northwest Science Expo.

Timeline

The size of your fair will determine how far in advance you must take the following steps.

October: Prepare a list of all the teachers in your school or district who might be interested in your science fair.

Organize the key volunteers, choose a date and location, and begin to publicize the fair.

November: Distribute information to interested teachers regarding the fair date and location, what grade levels will be invited, and what research categories will be accepted. Send invitations to selected judges.

December: Finalize list of judges who have agreed to help with the fair.

January: Distribute entry forms to teachers who will have students entering the fair, mail reminder letters to judges, order ribbons and certificates to be given to the students.

January/February: Catalog entry forms as they arrive. Design a floor plan for your fair, including where each project will go.

February: Send press release to local paper, invite media and parents to attend, hold fair. Submit projects for entry in the Intel NWSE by February 14th.

Suggested Fair Schedule

Day 1: Prepare location, students set-up exhibits.

Day 2: Morning: judging of student exhibits

Afternoon: Organize and place certificates and awards

Evening: Open fair to public, hold awards ceremony

Day 3: Clean-up