



# Austin Energy Regional Science Festival 2019

## TEACHER CHECKLIST – ELEMENTARY DIVISION

**Please use this checklist to help successfully complete the registration process for the Austin Energy Regional Science Festival.**

- Attend one of the Science Festival Teacher Orientations (Thursday, September 6, or Wednesday September 12) or be briefed by your school's attending teacher.
- Registration will open in January, 2019 at [www.sciencefest.org](http://www.sciencefest.org). You must register your school and all projects online before **February 7, 2019**.

Your school will be emailed an invoice from the Austin Science Education Foundation shortly after your online Registration. Follow the instructions on the invoice to pay.

### **By Thursday, February 7, 2019 at 5:00 p.m.**

- Register your school and winning projects online at [www.sciencefest.org](http://www.sciencefest.org)
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- Obtain the following from each participating student:
  - The original Austin Energy Code of Conduct/Media Release Form, signed by their parent/guardian
  - One copy of the Elementary Project Research Form for each project
- Submit a complete school packet to Austin Energy at 721, Barton Springs Road, Austin, Texas 78704. The building is open 24 hours a day, 7 days a week.  
A complete school packet consists of:
  - Original signed Austin Energy **Code of Conduct/Media Release** Form for each student
  - Copy of Elementary **Project Research Form** for each project

### **Friday, February 22, 2019**

Check in at Palmer Events Center\*, 900 Barton Springs Road, South Lobby, 2:00 p.m. – 7:00 p.m.

Clear your project through Registration and Display & Safety and set up project.

### **Saturday, February 23, 2019**

Encourage students to be at their project 15 minutes before judging. Judging begins at 8:30 a.m. for grades 5–6 and 11:00 a.m. for grades 3–4.

If possible, attend the Awards Ceremony, 3:00 p.m. – 4:30 p.m., to celebrate your students' achievements and the accomplishments of other Central Texas students.

Dismantle Projects, 4:30 p.m. – 5:00 p.m. Projects not picked up by 5:00 p.m. on February 23 will be discarded.