



Austin Energy Regional Science Festival 2011

ORGANIZE YOUR SCHOOL SCIENCE FAIR

ACTION ITEMS

Use these action items to help organize your school science fair.

✓	ACTION ITEM	COMMENTS
	1. Date	
	2. Time	
	3. Location	
	4. Judge Database	
	5. Meeting Room	
	6. Supplies for Judges	
	7. Refreshments	
	8. Registration Card	
	9. Student Database	
	10. Final Review	
	11. Check-In	
	12. Judging Criteria	
	13. Custodial Assistance	
	14. Tables for Fair	
	15. Order Awards/Ribbons	
	16. Public Relations	
	17. Judge's Packet	
	18. Judging Sheet	
	19. Practice Interview	
	20. Awards Presentation	
	21. Austin Energy Regional Science Festival	
	22. Thank You Notes	
	23. Closeout	

Use the Austin Energy Regional Science Festival site, www.sciencefest.austinenergy.com, for useful information for all phases of your school science fair. Other Web sites, such as www.sciencebuddies.org, can provide information from selecting a science fair project to presentations and judging forms.