

TEACHER'S SCIENCE FAIR PREPARATION CHECKLIST

For School Science Fairs & the Quinte Regional Science and Technology Fair (QRSTF)

1. Planning Your School Science Fair

- ☐ Set the date and location for your school fair
- ☐ Book gym/library/multi-purpose room
- ☐ Notify administration and office staff
- ☐ Create communication for families (email, newsletter, website)
- ☐ Prepare judging sheets and scoring rubrics
- ☐ Recruit judges (teachers, community members, volunteers)
- ☐ Arrange tables, power access, and display areas
- ☐ Review and distribute safety rules
- ☐ Prepare awards or certificates
- ☐ Confirm supervision and volunteer coverage

2. Preparing Students for Project Work

- ☐ Teach students how to choose a project topic
- ☐ Review scientific method or engineering design process
- ☐ Provide examples of past projects and QRSTF categories
- ☐ Review safety guidelines (chemicals, electricity, animals, etc.)
- ☐ Approve student project plans
- ☐ Teach how to write a clear project summary
- ☐ Review display board expectations (clarity, layout, visuals)
- ☐ Provide timelines and checkpoints
- ☐ Encourage students to practice explaining their project

3. Preparing Students for QRSTF Registration

- ☐ Confirm which students will advance to QRSTF
- ☐ Provide the QRSTF registration link
- ☐ Ensure students use a valid email address
- ☐ Remind students to enter their full legal name
- ☐ Verify students select the correct school
- ☐ Confirm teacher name and teacher email are entered correctly
- ☐ Review project titles for clarity
- ☐ Review project summaries (approx. 100 words)
- ☐ Assist students in selecting Special Awards
- ☐ Ensure students press **Submit** and receive confirmation

4. Permission Forms & Documentation

- ☐ Ensure each student receives the QRSTF permission form
- ☐ Collect signed permission forms
- ☐ Verify all forms are complete and legible
- ☐ Submit forms to QRSTF or send with students on fair day
- ☐ Keep copies for school records



5. Preparing Students for the Regional Fair

- ☐ Review QRSTF rules and expectations
- ☐ Ensure display boards meet QRSTF guidelines
- ☐ Note projects requiring electricity or special setup
- ☐ Practice student interviews with mock judging
- ☐ Confirm transportation arrangements
- ☐ Provide students with arrival time and location
- ☐ Ensure students know where to check in
- ☐ Prepare a list of attending students for office/admin
- ☐ Remind students to bring all project materials

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6. Day-Of QRSTF Checklist

- ☐ Arrive early with students
- ☐ Assist students with setup
- ☐ Ensure all safety requirements are met
- ☐ Check that students have their project summaries
- ☐ Confirm judging times
- ☐ Support students during transitions
- ☐ Collect any additional forms or information from QRSTF
- ☐ Celebrate student participation and achievements



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7. After the Fair

- ☐ Congratulate all participants
- ☐ Share results with the school community
- ☐ Return projects to students
- ☐ Debrief with staff and students
- ☐ Record notes for next year's improvements
- ☐ Encourage continued STEM exploration

