**Registration and set up (Purneys list of jobs)**

1. Decorating the entrance hall (morning of first day of fair)

2. Setting up tables (morning of fair)

3. Organising poster location (morning of fair)

4. Registering--checking people in, handing out name labels, checking name/title etc spelling, telling folks where to go

5. Security (keep the keys, lock up on Friday, open up on Sat morning, lock up on Sat eve, ensure nobody enters during judging)

6. Facilitate any needs during the fair (e.g., young folks who need their parents, participants who need water)

7. Take photos at posters and awards ceremony; Bob makes posters and a DVD of photos

8. Put away tables etc. and clean up venue (others help)

9. Creating envelopes for awards and thank you letters (in advance)

10. Creating labels (in advance); I think these just have location on (like P1, J10)--so don't need names

11. Labels for judges and other volunteers

**Awards committee list of jobs**

1. Make sure you have all the trophies rounded up.  We did this a month before the fair date.  I would give the Purneys a list of trophies and contact names, and they would find them, and repair any damage.  It can take that long to get them.  This year might be a bit easier as we didn't hand them all out.  I left the trophies I had  with you, and a list of 2019 recipients I believe.

2. Make sure you have enough ribbons for gold, silver, bronze, etc.  I think we checked after the 2019 fair and decided we had enough?  They are in a box I left with you. Wouldn't hurt to check the numbers though.

3. Contact people who helped last year, and hope they agree to help again.  I would always contact the Purneys, Bev and Marilee as soon as fair dates were confirmed.  Fortunately it was never an issue, but if they couldn't make a certain date, I would have tried to find a way to make it work.  They were invaluable to the awards committee.  If necessary,  would recommend that the new chair find some dependable, calm, super organized people to help. And try to make it a fun day for them.  Make sure their efforts are appreciated by everyone involved.

4. Guarantee that the venue has a private room set aside exclusively for the Awards Committee, with computer, internet, and printing access, or bring your own. This is very important. Most of the awards presented are a secret until the awards ceremony, so confidentiality is key.  Many judges/parents/ random people will try to invade the space. Fight them off😎.  Also the day gets very busy, so you will probably need the mental space to focus on your tasks at hand.

5. Get a list of provincial awards from the Chair, and get very familiar with it.  Note all award contacts, and have them handy.  Also, make sure you are notified of any local awards, and the contact people associated with them. Make sure that someone prepares thank you notes, addressed to the contact people.

6. A week before the fair prepare a project layout chart, and update it through the week until the day before the fair.  I will attach a copy of the chart from last year.  I tried to make sure that participants were not placed beside others from their own school, to provide the opportunity to meet new science enthusiasts.  The exception was late entries, who were placed at the end of the line. The day before the fair, I gave 3 copies of the project layout chart to the Purneys, who took it to the registration desk at the venue for reference, and also set up the tables with corresponding project numbers P12, P13, etc.

7. As projects arrived, the Purneys would refer to the project layout chart, and confirm all spelling, project title, etc. details, and usually do **many** corrections. They would then show the participant where to set up their project.  There are many other details they take care of, but it would be better to ask them directly.

8. When I arrived early the day of fair, the Purneys would hand me the project layout chart with all the corrections.  After a quick walkabout, I would go immediately to the awards room, set up my computer/printer, and fight to get internet access. Always seems to be an issue in schools.  Immediately take care of all corrections on the project layout chart, and get you team to triple check participant name spelling, and project names.  They would take this list, and walk through the fair to get familiar with the projects, and catch anything else that may have changed. It is also great for them to see all the projects before the floor gets busy. If at the end of the day, any project information is wrong, you will hear about it, and it will be much more tedious to correct, so it is worth the time to review it early in the day.

9. The awards team then gets set up...you would have to ask Marilee or Bev about that.  They are always super organized.  All the paperwork associated with the fair, they handle beautifully.

10. Review the awards ceremony template with the science fair fair host, and hand them a copy with blank spaces to fill in for presenters.  As soon as you get any info, insert it into the template.

11. Hand the Judging Chair a copy of the results sheets, and remind them to get you any results they have as soon as possible.  You will probably have to remind them several times throughout the morning.

12. As soon as you get any info, insert it into the awards ceremony template, and then forward the info to the awards team, to put on their paperwork.  They also take care of ribbons, award packages.

13. Keep adding, editing the information all afternoon. Make sure provincial and local awards packages are ready.

14.  When you think you have completed the final awards ceremony information , print a copy, and give it to the awards team to check and review, so they can make sure all the details are correct.

15. Give a copy to the fair host for them to review. If correct, make several copies.

16. Set up awards table for the awards ceremony.  Have your prizes set up in the order they will be presented. Hand them to presenters as required . As they are presented, check them off your list.

17.  Finish up as many little details as possible while everyone is still there.

18. Celebrate another successful fair!

19. Make list of trophy winners, so that the trophies can be engraved.

**Feed back about printing certificates:**

We did have some issues the first year in Prince Rupert because there were a lot of no show participants, and also many typos from careless registrations, so most had to be hurriedly edited, then reprinted by Dave. A lot of wasted expensive paper and effort.

The second year I believe he waited until we had double checked everything.  The Purneys checked when the projects arrived Friday night, then I revised the official list with their corrections on Saturday first thing, printed it, and had Marilee and Bev walk around the venue and check the list against the projects. Then I did any other corrections, printed the final, and gave it to Dave to make up the certificates. Pretty rushed on Saturday.

Maybe you can come up with a better process...such as have someone at the front desk with a laptop Friday to do most corrections as projects arrive? We just kept trying to improve it from year to year.

We found that with awards there are many last minute things to deal with in a short period of time. But if you don't push to get the details right ( ie. If you present a  certificate with the project name or participant name not exactly correct), you will certainly hear about it, and someone will have to deal with it after the fair.

**From Marilee:**

I would recommend buying the Avery labels (1” or 1 1/2” x 4”) and you have to check the list of awards going out this year and make labels for them to put on the certificates (I use Avery 1 1/2” or 2” round labels and use very simple designs from the templates). Also check that you have enough gold, silver and bronze stickers for certificates and special effort stickers. I think there are lots of ribbons still.

The rectangular labels are for printing all the participants names, project titles and project numbers from the registration . We used to make 2 sets and it helped tremendously with the labelling of the ribbons and prizes. Carol printed them up for me but you would have to ask her how....

**Treasurer job**

1. Begging letters in January/February to list of contacts
2. Community donation request to Bulkley Valley Credit Union – usually ask for $1500. Need to draft a budget
3. Pay CWSF and SFF BC fees over the year
4. Withdraw cash for award prizes on the day of fair, and sign cheques if giving cheques
5. Keep track of bank statements and money in and out of Science Fair account