



# Running a Science and Engineering Fair at the School Level

## Prior to the Event

- Determine who will be participating in the fair
  - All students who complete projects at the school should have an opportunity to compete. This might be a few classes, entire grade levels, or students in a variety of grades who elect to complete a project individually outside of school.
- Remind students of SRC and informed consent needs
  - Any projects involving humans/human tissue, non-human vertebrate animals, controlled or hazardous substances or devices must obtain approval prior to the experiment. See [Rules](#) for more information.
- Determine if you will have a virtual fair, in-person fair, or a hybrid
  - Project submission for the SARSEF Regional Fair will be virtual, however, you may have physical project boards at your school fair if you desire. Winning students will need to convert their projects into a digital format to register for the SARSEF Regional Fair.
- Decide on a deadline to submit projects
- Determine what awards you will give out and how many.
- Recruit judges and give orientation.
  - Depending on the number of projects at your school, you may want to break up the judging responsibilities into judging teams. Teams could be assigned to different grade levels, categories, etc. This is up to you and will depend on what awards you are giving. If you are selecting projects to move on to the SARSEF Regional Fair, you should know your school's allocation and inform the judges.
  - [Information on allocations, selecting projects for the SARSEF Regional Fair, and examples of judging criteria](#). (You may create your own judging criteria.)
- Announce and encourage family members and school community to attend
- For virtual fairs, prepare an online platform. [School Fairs](#) is available for use free-of-charge.
- For physical aspects, reserve a space. Fairs are often held in a school's cafeteria, courtyard, or MPR.
- Recruit volunteers for setup, display and safety checks, etc.

## During the Event

- Conduct Display and Safety checks
  - [Information about Display and Safety Rules](#)

- This can happen in-person or online if running a virtual fair.
- Ensure projects have proper SRC approval and paperwork
- Judge projects (this can happen in-person or online if running a virtual fair)
- Interview students if desired
  - This can happen in-person or online via Google Meet or Zoom if running a virtual fair.
- Determine award winners
- Announce awards or hold an awards ceremony

### **After the Event**

- If any students are moving on to the SARSEF Regional Fair, collect the necessary information
  - [Information on registering projects for the SARSEF Regional Fair](#)
- For those students who created a physical project board, instruct students to convert project presentation to a pdf slide deck.
  - [Hints and recommendations](#) for converting physical boards to digital project presentations