**Starting a Local Science Fair Questionnaire**

1. What are your goals of the science fair?
2. Have you talked to your administration for approval?
3. What is your timeframe for the science fair?
	1. Date? (think about weather considerations, sports, music concerts)
	2. Time of event?
	3. Time for judging?
		1. Recommended allotment time 5 mins per project
	4. TIme for setup and takedown?
		1. Depends on number of projects and availability of site. Usually under 1 each hour for 100 projects.
	5. Time for public viewing and student recognition?
	6. Student investigation/preparation time?
4. Does the science fair tie into your district standards?
5. Where will the science fair be held? Cost? Facility usage request? Permits?
6. What resources are available to offset hosting costs?
	1. Prizes
	2. Advertisements
	3. Copies
	4. Food
	5. Judges
	6. Postage
	7. Coordinator pay
7. Is the Science Fair school or community based? Are you inviting the community?
8. Where will you find judges?
	1. Parents
	2. University professors
	3. Local businesses
	4. Alumni
	5. Teachers
9. How are you going to present the information to students and parents?
	1. Will you have a parent meeting?
10. How will you incorporate special education students, ELL students, etc.?
11. Are you going to include science related demonstrations during the public viewing?
12. Will you have individual or group projects?
13. Where will projects be stored?
14. How far in advance can projects be dropped off?
	1. Recommended 2 days in advance
15. How will you grade the projects?
	1. Science fair rubric
	2. In classroom presentations (grade during presentation)
	3. Youtube explanation video by teacher
16. How will you secure projects?
17. How will you ensure/enforce safety of all participants?
18. Dignitaries to invite:
	1. School Board
	2. Superintendent
	3. Department chair
	4. Mayor/
	5. City council
19. Other contacts in the district or other school districts or WSST or DPI that can help you with the planning of the science fair?