

## Teacher Checklist

Have you covered everything?

### Have all your students:

Been told what age group and topic **category** they are entered in?

Completed the **Computer entry form** and do they know what to do with it?

Have **ethics forms** attached them to their exhibits for judges to check?

Been reminded they will need their **logbooks**?

Been warned about leaving **valuables** on their exhibits?

Read the **safety rules** about exhibits at the fair?

Been told when they can set up and **what time** they are being judged?

Remembered **prize giving** time?

Organised for someone to **pick up his or her exhibit** after prize giving time?

Invited their **parents** to prize giving?

### Have you:

Organised **cover** for yourself?

Organised **transport** for everyone?

Got a **list** of all your exhibitors?

Completed the **checklist**?

Reminded yourself how organised you are?