

Judges Check-In Instructions

Special Awards

Special Award Organization Check-In:

- Each Special Award Organization will have a packet that includes a judging form, name tags for their registered judges and a table tent with the organization's name on it to use in case the judges don't all know each other by sight.
- Give the first appearing judge the contents of the organization's envelope, but **KEEP THE ENVELOPE!**
- Have the judge picking up the packet sign that they have received the contents of the packet and then review the requirements for completing the judging form.
- Blank nametags will be available for last minute changes or additions to a judging team.
- There will be a few bundles of CSEF Programs available for the judges to use in identifying projects and their numbers.
- A box of CSEF pens will be available for the judges to use and keep if they so desire.
- A few copies of the Finalist's CSEF Abstracts will be available for the judges to use during judging, these will also be available to them on-line prior to the day of judging. **Do not allow these abstracts to leave the judges' room.**
- Remind judges that all results **MUST** be turned in by 5 p.m. on THURSDAY if they want to have their organization's winners to appear in the press release and awards presented at the Awards Ceremony.

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Special Awards cont.

Special Award Organization Check-Out:

- As the judges pick their winner(s) and complete the judging form, they will turn in the completed contents of the judges' packet to the special awards desk. The volunteer must check to make sure that all paperwork is completed properly. If the paperwork is satisfactory, the judge needs to sign the packet envelope and give a phone number where they can be reached in case there are questions later. Then the volunteer will put the packet (with the actual award inside or attached if applicable) aside for later collation.
- If an organization is going to send the actual award to the Finalist(s) at a later date, they must have something (a letter or certificate) that has the organization's contact information listed to give to the winner(s) at the Awards Ceremony.
- Address lists for the Finalists will be available for the judges to collect mailing addresses of their winners from if they need them. **These lists MUST NOT leave the room!**
- Encourage judges to recycle their name tags at the end of the day.