

## Tour Guide Instructions

- Try to become familiar with where the drop-off location for your tour(s) are ahead of time.
- Check in at the CSEF Headquarters in the Registration Booth on the third floor of the Lory Student Center. If you are running late or cannot make it PLEASE call or text 970-222-4418 to alert the CSEF staff. **DO NOT send the CSEF Director an email – she does not have time to check email during the science fair.**
- Be sure to arrive at the meeting room 10-15 minutes prior to the time the tour is scheduled to leave.
- Check attendance using the sign-up sheet provided. Have people mark off that they are present and collect their tour ticket. (You do not need to keep or turn in the tour tickets once you have determined that you have the people who are signed up for the tour in attendance.)
- You may join the group on the tour (except for the Electron Microscopy tour), or you may leave them there, as they are on their own to get back to the student center or where ever they need to be next.
- A “Talking Points” sheet will be provided to you that you can use during your walk to the tour site.