

Finalist Check-In Instructions

- Make sure the SRC Interview list is posted near the registration table.
- Individual project Finalist Packets are alphabetized by last name.
- All team project Finalist Packets are alphabetized separately from the individual projects by the last name of the TEAM LEADER. Teams receive ONE packet only.
- A red stamp on the registration packet indicates that the Finalist(s) have a stop on their registration and must take care of it BEFORE receiving their packet. Reasons for stops include:
 - Needing to see the SRC in Room 310. Once the Finalist has been cleared by the SRC, they will receive an initialed copy of their Set-Up Approval Form to show in order to receive their Registration Packet. DO NOT collect these forms as they need them for their Display & Safety check.
 - Needing to pay the \$40/per Finalist registration fee. Once the fee has been paid, mark it paid on the provided list. Put the registration fee payments in the cash box. There is a receipt booklet in there if the Finalist/adult asks for a receipt.
- Each Finalist receives a T-shirt and the size they requested is listed on the Registration Packet label (S, M, L or XL). **Please have each student check the tag to make sure they have received the correct T-shirt size listed on their registration packet.**
- Collect Poster Art Contest entries and put them in the marked basket. They will be assigned numbers and hung up after the check-in is done.
- Collect statistical award submissions. The Special Awards Coordinator will pick them up for the judges once check-in is done.