

QRSTF Fair Day Checklist (2027 Edition)

1. Volunteers — Fair Day Checklist

Arrival & Setup

- Arrive before student setup begins (typically 8:00 AM).
- Check in at the volunteer desk or in the QRSTF office
- Receive your assignment (hallway monitor, registration desk, project floor support, awards setup, student project escort and setup).
- Review emergency procedures and contact numbers.

During Judging (Morning)

- Maintain quiet hallways during judging rounds.
- Assist students who need help locating washrooms or water stations.
- Direct late arrivals to the registration desk.
- Ensure judges can move freely between projects.

Public Viewing (Afternoon)

- Help manage crowd flow once judging is complete.
- Answer general questions from parents and visitors.
- Monitor project areas for safety and spacing.

Awards Ceremony

- Assist with seating and accessibility needs.
- Support stage crew with plaques, medals, and certificates.
- Guide finalists to the correct staging area.

End of Day

- Help with teardown and cleanup.
- Ensure lost-and-found items are collected.
- Return volunteer badges and sign out.