

YIP School Invention Convention Checklist

Here is a checklist to remind you of important tasks as you plan your YIP School Invention Convention:



6 Months Before

- ❖ Set the date for the convention
- ❖ Reserve space

4 Months Before

- ❖ Invite schools to participate
- ❖ Meet with teachers and principals to explain the program and encourage participation

6 Weeks Before

- ❖ Contact potential judges
- ❖ Send a letter to the judges with specifics about their role
- ❖ Take a count of schools that intend to participate
- ❖ Student registrations should be received by now

1 Month Before

- ❖ Send information materials home to parents
- ❖ Order ribbons and other awards
- ❖ Contact local businesses for donations
- ❖ Visit classrooms to discuss the convention

2 Weeks Before

- ❖ Awards should be delivered
- ❖ Send out press releases to radio and television stations

1 Week Before

- ❖ Meet with students for set-up information
- ❖ Arrange inventions according to grade level and category

Day of YIP Invention Convention

- ❖ Preparation of convention site: signs, registration area
- ❖ Student registration and set-up of convention
- ❖ Judges' orientation and briefing
- ❖ Invention judging
- ❖ Student and public viewing of inventions

- ❖ Awards ceremony

Following the Convention

- ❖ Send a press release to newspapers and radio or television stations listing winners of the competition
- ❖ Send judges thank-you notes
- ❖ Send thank-you notes to businesses which donated awards
- ❖ Evaluate the program and note changes for next year

This and other useful documents can be found at <http://www.aas-world.org/yipkit>