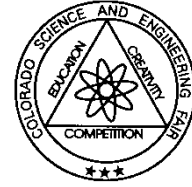


Colorado Science and Engineering Fair



P O Box 1465
Fort Collins, CO 80522-1465
csef@colostate.edu

March 17, 2024

Dear Special Awards Presenter:

The Colorado State Science Fair, Inc. Board of Directors appreciates your organization's involvement in this year's Colorado Science & Engineering Fair. As a presenter at the 69th Annual CSEF, you have the pleasant task of recognizing the excellence of student participant chosen by your organization's judges.

This year, the projects will be displayed and judged at the Lory Student Center on the Colorado State University – Fort Collins campus. **The Awards Ceremony for the 2024 CSEF will be at the Timberline Church, 2908 South Timberline Road, Fort Collins. The Awards Ceremony will take place Saturday morning, April 13th and will begin at 9:00 a.m.** A map to the Timberline Church is attached. When you enter the auditorium, please sit in the designated Presenters area, which will help speed up the ceremony. The designated Presenters area is in front to the right of the stage for easy access.

At the Awards Ceremony, it is important that you have something tangible to present to the student(s). If you are giving items such as bonds, money, books, certificates or implements, this is no problem. However, if you are presenting magazine subscriptions, trips, checks to come in the mail or other intangibles, you must present the recipient with a letter from your organization explaining the award and giving the name, address, email and phone number of a contact person.

If you will be presenting a certificate, we can letter it for you, but only if we receive the certificate(s) by Thursday, April 11th at 5:30 p.m. Please ask your judges to bring such items with them on Thursday.

If you will be bringing the awards with you to the Awards Ceremony, please arrive by 8:30 a.m. and check in with a CSEF representative prior to the start of the ceremony so we can verify the awards and get them on stage in the proper order.

If for any reason, you are unable to present your organization's award, it can be presented by the representative of the Colorado State Science Fair Board of Directors. In such cases, we must receive the tangible award or letter by Thursday, April 11th at 5:30 p.m. If someone else from your organization will be presenting in your stead, please notify us by Thursday afternoon or early Friday morning so that we can update the Awards Ceremony script.

Feel free to contact me if you should have any questions.

Sincerely,
CSEF Board of Directors