**AWARDS AND RECOGNITION**

* Decide whether to use the TI provided certificates or District provided certificates
* Identify who has the contest trophies or plaques
* Identify who will bring the contest trophies or plaques to the contest
* Prepare your certificates in advance
  + Type the contestant and participant names
  + Ensure all contest participants (the team) has a certificate
  + Sign the certificates
* Bring blank certificates to the contest for last minute replacements
* Provide Judges’ certificates to the Chief Judge
* Provide Contestant and Participant certificates to whoever will be handling the awards part of the contest program
* Set up trophies or plaques on a table in front of the room that is clearly visible to all