



DAY OF PRESENTATION CHECKLIST



1. Room set up and ready one hour before presentation start time
(Section 2-a: Facility, p. 7, Materials for Distribution: Room Setup Diagram, p. 30)
2. Name tags safety-pinned on each student in yellow, green, and red colors according to team civilizations (Egypt – Yellow, Greece – Green, Rome – Red)
(Section 3-b: Teams and Name Tags, p. 9 and Materials for Distribution: Name Tag Instructions, p.31)
3. Hard writing surface for each student *(Section 5-a: Character Catch-up Game Sheets, p. 11)*
4. Pencil for each student along with additional pencils for those that break *(Section 5-a: Character Catch-up Game Sheets, p. 11)*
5. Copies of Character Catch-up Game Sheet (one for each student) to hand to your presenter upon arrival *(Materials for Duplication, p. 27, and Section 5-a, p. 11)*
6. Score Sheet (provided in this booklet), pencil/pen, and a parent/adult scorekeeper chosen to keep score *(Materials for Distribution: Score Sheet, p. 32, and Section 1-d: Day of Presentation, p.6)*
7. Card Assignment list and all backup cards provided in this booklet
(Backup Materials for the Teacher, p. 15-24)
8. Students arrive with their Expert Word Cards and Character Cards in hand, even if memorized; Re-assign cards of absent students to a student on their team *(Section 4: The Cards, p. 10; Backup Materials for the Teacher, p. 15-24)*
9. Daily Life Presentations: Teams ready with any necessary props, set pieces and student written scripts in hand *(Sections 5-b: Daily Life in the Ancient World Presentations, p.11 and Materials for Duplication, p. 28)*
10. Arrive to presentation room a few minutes before start time with students in their three team civilizations and team leaders or “Kings/Queens” at the front. Your presenter will greet you and your students outside of the room before bringing them in *(Section 1-d: The Day of Presentation, p. 6)*