



## DETAILED PREPARATION CHECKLIST

### *Immediately upon receiving packet*

- Complete and return Confirmation/Work order form (*Section 1-a: Confirmation Forms and 1-b: Start and End Times, p.4*)
- Decide on and reserve presentation's location (*Section 2-a: Facility, p. 7*)

### *3 Weeks Prior*

- Organize students into three team civilizations by using the **Card Assignment List** to assign students to Character and Expert Word cards with corresponding team civilizations; Egypt, Greece, Rome (*Backup Materials for the Teacher, p. 15; Section 3-b: Teams and Name Tags, p. 9; Section 4: The Cards, p. 10*)
- Distribute **Character and Expert Word Cards** to students (*Appendix, p. 34*)
- Appoint a **Team King/Queen (leader)** for each team and distribute **Daily Life Instructions** to team leaders; Schedule times to practice (*Section 3-b: Teams and Name Tags, p. 9; Section 5-b: Daily Life in the Ancient World Presentations, p.11, and Materials for Duplication, p. 28*)

### *2 Weeks Prior*

- Check students' progress to encourage memorization, pronunciation, costumes, props, and acting (*Section 3-c: Costumes and Props, p.9, and Section 4: The Cards, p.10; visit our Web site at [www.californiaweekly.com](http://www.californiaweekly.com)*)
- Encourage guests to attend by sending out the **Walk Through Invitation** (*Section 1-c: Guests, p.5, and Materials for Duplication, p.26*)

### *1 Week Prior*

- Create large **name tags** (*Section 3-b: Teams and Name Tags, p. 9, and Materials for Distribution: Name Tag Instructions, p. 31*)
- Notify CWE of any changes on Confirmation/Work order form (*number of students, times of program, etc.*)
- For afternoon presentations, inform food services about early lunch schedule (*Section 1-b: Start and End Times, p.4*)
- Notify office of your presenter's arrival time (*Section 2-b: Setup/Breakdown, p. 7*)
- Review students' progress on **Daily Life Presentations, Expert Word and Character Cards** and remind them to wear costumes and bring **ALL props, Daily Life scripts with set pieces, and cards** to the presentation
- Confirm presentation location and give the Room Setup Diagram to custodian (*Materials for Distribution: Room Setup Diagram, p.30*)

### *Day of Presentation*

- Confirm the room is set up and ready for your presenter one hour prior to the presentation (*Section 2-b: Setup/Breakdown, p. 7*)
- For absent students, re-assign **Expert & Character Cards** to other members on their team
- Meet with your presenter before your program to confirm number of students and inform him/her of any students with special needs
- Safety-pin name tags high on students' chests (*Section 3-b: Teams and Name Tags, p. 9*)
- Bring with you:
  - o **Toilet Paper** for Mummy Wrap Game (*Section 5-c: Mummy Wrap Game, p. 11*)
  - o **Score sheet** and pencil to assign to a parent/guest scorekeeper (*Materials for Distribution: Score Sheet, p. 32*)
  - o **Character Catch-Up Game Sheets** (one for each student) to give to presenter (*Materials for Duplication, p. 27*)
  - o **Card Assignment List** and all backup cards (*Backup Materials for the Teacher, p. 15*)
  - o **"Enter Quietly"** sign to place on the facility door (*Materials for Distribution, p. 33*)
  - o Students in three teams with **name tags on, pencils, hard surface to write on, ALL cards, Daily Life skits and Team Kings/Queens** in front of each line (students will wait outside the presentation room for the presenter to greet them)

### *After the Presentation*

- Complete and distribute certificates to students and fax or mail evaluation form to CWE (*Section 6-a: Certificates, Section 6-b: Evaluation Forms, p. 11*)
- Mail in payment within 24 hours unless already paid (*Presenter is instructed not to collect payment*)
- Complete Follow-up Activities, if desired (*Section 6-d: Class Activities, p. 12*)
- Sit back and enjoy! Then, order for next year starting April 15!