WALK THROUGH CALIFORNIA

DAY OF PRESENTATION CHECKLIST

☐ Room set up and ready one hour before presentation start time
(Section 2-a: Facility, p. 7, Materials for Distribution: Room Setup Diagram, p. 25)

☐ Colored name tags safety-pinned on each student (4 colors, 1 for each team; large/bold letters for names)
(Section 3-b: Teams and Name Tags, p. 9, and Materials for Distribution: Name tag instructions, p.26)

☐ ***Score Sheet*** and parent/adult scorekeeper chosen to keep score *(Materials for Distribution: Score Sheet, p. 27)*

☐ Pencil/Pen for scorekeeper

☐ ***Card Assignment List***, backup ***Expert Word Cards***, and ***Answer Sheet*** *(Backup Materials for the Teacher, p. 14-19)*

☐ Students arrive with their ***Expert Word Cards*** (definitions) and answers to their questions, even if memorized. Re-assign cards of absent students to a student on their team *(Section 4-a: Expert Word Cards, p. 10, and Appendix, p. 30)*

☐ Arrive to presentation room a few minutes before start time with students in four lines with their teams and team leaders 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)

☐ Place the ***"Enter Quietly"*** sign on the entrance door to the facility
(Materials for Distribution, p. 35)