

# WALK THROUGH CALIFORNIA

## DETAILED PREPARATION CHECKLIST

### *Immediately upon receiving packet*

- Complete and return Confirmation/Work Order form (*Sections 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*

- Fill in the **Card Assignment List** and assign and distribute **Expert Word Cards** (*Section 4-a: Expert Word Cards, p. 10; Backup Materials for the Teacher, p. 14 and Appendix, p. 30-34*)
- Organize students into four teams and appoint a **Team Leader** for each team (*Section 3-b: Teams and Name Tags, p. 9*)

### *2 Weeks Prior*

- Check students' progress on memorizing and finding answers to the questions on their cards (*Section 4-a: Expert Word Cards, p. 10*)
- Discuss ideas for costumes (*Section 3-c: Costumes, p. 9, and visit our Web site at www.californiaweekly.com*)
- Practice singing "**Star-Spangled Banner**" with lyric sheet provided (*Section 5-b: "Star-Spangled Banner," p. 10*)
- Encourage guests to attend by sending out the **Walk Through Invitation** (*Section 1-c: Guests, p. 5, Materials for Duplication, p. 22*)

### *1 Week Prior*

- Create large **name tags** (*Section 3-b: Teams and Name Tags, p. 9, and Materials for Distribution: Name Tag Instructions, p. 26*)
- 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. 8*)
- Review students' progress on **Expert Word Cards** and singing "**Star-Spangled Banner**"
- Confirm presentation location and give the **Room Setup Diagram** to custodian (*Materials for Distribution: Room Setup Diagram, p. 25*)
- Remind students to wear costumes and to bring **Expert Word Cards** to the presentation

### *Day of Presentation*

- Confirm the room is set up for your presenter one hour prior to the presentation (*Section 2-b: Setup/Breakdown, p. 8*)
- For absent students, re-assign his or her **Expert Word Card** to a student on the same team.
- Meet with your presenter before your presentation 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:
  - Score sheet and pencil to assign to a parent/guest scorekeeper (*Materials for Distribution: Score Sheet, p. 27*)
  - Card Assignment List** and all backup cards (*Backup Materials for the Teacher, p. 13*)
  - "**Enter Quietly**" sign to place on the facility door (*Materials for Distribution, p. 28*)
  - Students assembled into four teams with name tags on, **Expert Word Cards** and "**Star-Spangled Banner**" lyric sheets in hand and **Team Leaders** 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 (*These items will be given to you by your presenter at the end of the presentation*) (*Section 6-a: Certificates and Section 6-b: Evaluations 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. 11*)
- Sit back and enjoy! Then, order for next year starting **April 15!**