



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 teams by using the **Card Assignment List** to assign students to each Character, American Experiment, and Expert Word card with corresponding team colors (*Backup Materials for the Teacher, p. 15; Section 3-b: Teams and Name Tags, p. 9; Section 4: The Cards, p. 10*)
- Distribute **Expert Word, Character, and American Experiment cards** to students (*Appendix, p. 36*)
- Appoint a **Team General (leader)** for each team (*Section 3-b: Teams and Name Tags, p. 9*)

2 Weeks Prior

- Check students' progress to encourage memorization, 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*)
- Meet with **American Experiment** students to check on pronunciation and comprehension (*Section 4-a: American Experiment, p.10*)
- Distribute **Battle Scenes** to team Generals (leaders) and schedule times to practice (*Sections 5-b: Battles of the American Revolution Battle Scenes, p.12, and Appendix, p. 45-47*)
- Encourage guests to attend by sending out the **Walk Through Invitation** (*Section 1-c: Guests, p.5, Materials for Duplication, p.28*)

1 Week Prior

- Create large **name tags** (*Section 3-b: Teams and Name Tags, p. 9, and Materials for Distribution: Name Tag Instructions, p. 33*)
- 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 - 5*)
- Notify office of your presenter's arrival time (*Section 2-b: Setup/Breakdown, p. 7*)
- Review students' progress on **Battle Scenes, Expert Word, Character, and American Experiment cards** and remind them to wear costumes and bring **ALL props, Battle Scene** 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.32*)

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:
 - Score sheet and pencil to assign to a parent/guest scorekeeper (*Materials for Distribution: Score Sheet, p. 34*)
 - Liberty Bell Game Sheets** (*one for each student*) to give to presenter (*Materials for Duplication, p. 29*)
 - Card Assignment List** and all backup cards (*Backup Materials for the Teacher, p. 15*)
 - "Enter Quietly"** sign to place on the facility door (*Materials for Distribution, p. 35*)
 - Students in three teams with **name tags on, pencils, hard surface to write on, ALL cards, Battle Scenes** and **Team Generals** 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 & Ordering Presentations, p. 12*)
- Mail in payment within 24 hours unless already paid (*Presenter is instructed not to collect payment*)
- Complete Follow-up Activities, if desired (*Section 6-c: Class Activities, p. 13*)
- Sit back and enjoy! Then, order for next year starting April 15!