



DETAILED PREPARATION CHECKLIST

Immediately upon receiving Teacher Preparation Guide

- Complete and update *Itinerary Details* at www.californiaweekly.com. If the person who made the reservation is no longer the contact, we must receive new contact information or there may be complications with your reservation (*Section 1-a: Itinerary Details, p. 4; Section 1-b: Start and End Times, p. 5; Section 2-a: Facility, p. 7; Section 3-a: Number of Students, p. 8*).

3 Weeks Prior

- Organize students into three teams with corresponding team colors. Use *Card Assignment List* to assign and distribute *Expert Word Cards, Character Cards, American Experiment Cards* (*Materials for the Teacher, p. 14; Section 3-b: Teams and Name Tags, p. 8; Section 4: The Cards, p. 9, Materials for Distribution, p. 35*).
- Appoint a *Team General (Leader)* for each team (*Section 3-b: Teams and Name Tags, p. 8*).

2 Weeks Prior

- Update online *Itinerary Details* (*Section 1-b: Start and End Times, p. 5; Section 2-a: Facility, p. 7; Section 3-a: Number of Students, p. 8*).
- Check students' progress to encourage memorization, costumes, props, and acting (*Section 3-c: Costumes and Props, p. 9; Section 4: The Cards, p. 9; visit www.californiaweekly.com*).
- Meet with *American Experiment* students to check on pronunciation and comprehension (*Section 4-a: American Experiment Cards, p. 9*).
- Distribute *Battle Scenes* to *Team Generals (Leaders)*; schedule times to practice (*Section 5-b: Battles of the American Revolution, p. 11, and Materials for Distribution, p. 44-46*).
- Send *Presentation Invitations* to encourage guests to attend (*Section 1-c: Guests, p. 5; Materials for Duplication, p. 32*).

1 Week Prior

- Create *Name Tags* (*Section 3-b: Teams and Name Tags, p. 8; Materials for the Teacher: Name Tag Instructions, p. 16*).
- Inform food services about early lunch schedule for afternoon presentations (*Section 1-b: Start and End Times, p. 5*).
- Notify front office of your presenter's arrival time (*Section 1-d: Day of Presentation, p. 6*).
- Review students' progress on *Battle Scenes; Expert Word, Character, and American Experiment Cards*. Remind students to wear costumes and bring ALL props, *Battle Scene* scripts with set pieces, and *Cards* to the presentation.
- Confirm presentation location; give *Room Setup Diagram* to facility coordinator (*Section 2: The Room, p. 7; Materials for the Teacher: Room Setup Diagram, p. 17*).

Day of Presentation

- Confirm the room is set up for your presenter one hour prior to the presentation (*Section 2-b: Setup/Breakdown, p. 7*).
- Re-assign *Expert, Character, and American Experiment Cards* for absent students to other members on their team.
- Meet with your presenter before presentation to confirm number of students; inform him/her of any students with special needs.
- Bring with you:
 - Score Sheet* and pencil/pen for parent/guest scorekeeper (*Materials for the Teacher, p. 18*).
 - Card Assignment List*, all *Duplicate Cards, Battle Scenes* (*Materials for the Teacher, p. 14*), and *Liberty Bell Game Sheets* (*Materials for Duplication, p. 31*).
 - Enter Quietly* sign to place on the room door (*Materials for the Teacher, p. 19*).
- Students ready:
 - Name Tags* secured high on students' chests (*Section 3-b: Teams and Name Tags, p. 8; Materials for the Teacher: Name Tag Instructions, p. 16*).
 - Students in three teams, each with a pencil, hard surface to write on, *Character* and/or *Expert Word Card(s)*, and *National Anthem* lyric sheet (*Materials for Distribution, p. 35; Materials for Duplication, p. 31*).
 - Team General (Leader)* in front of his/her team line with *Battle Scenes* (*Materials for Distribution, p. 35*).
 - Students wait outside the presentation room for the presenter to greet them.

After the Presentation

- Complete and distribute certificates to students (*provided by presenter*).
- Complete online evaluation form. E-mailed only to teachers' addresses provided in *Itinerary Details*. (*Section 1-a: Itinerary Details, p. 4*).
- Mail payment within 24 hours unless already paid (*presenter cannot collect payment*).