



## DAY OF PRESENTATION CHECKLIST



1.  Room set up and ready one hour before presentation start time. Drop off three rolls of toilet paper for **Mummy Wrap Game** (Section 1-a: Itinerary Details, p. 4; Section 2-a: Facility, p. 7; Materials for the Teacher: Room Setup Diagram, p. 17; Section 5-c: Mummy Wrap Game, p. 11).
2.  **Name Tags** safety-pinned on each student in yellow, green, and red colors according to team civilizations (*Egypt–Yellow, Greece–Green, Rome–Red*) (Section 3-b: Teams and Name Tags, p. 8; Materials for the Teacher: Name Tag Instructions, p. 16).
3.  Hard writing surface for each student (Section 5-a: Character Catch-up Game Sheets, p. 10).
4.  Pencil for each student and extra pencils for breakage (Section 5-a: Character Catch-up Game Sheets, p. 10).
5.  Copies of **Character Catch-up Game Sheet** (one for each student) to hand to your presenter upon arrival (Section 5-a, Character Catch-up Game Sheets, p. 10; Materials for Duplication, p. 31).
6.  **Score Sheet** pencil/pen, and parent/adult scorekeeper chosen to keep score (Materials for the Teacher: Score Sheet, p. 18; Section 1-d: Day of Presentation, p. 6).
7.  **Card Assignment List** and all **Duplicate Cards** (Materials for the Teacher, p. 15, 20–28).
8.  Students arrive with **Expert Word Cards** and/or **Character Cards**, even if memorized. Re-assign cards of absent students to a student on their team (Section 4: The Cards, p. 9; Materials for Distribution, p. 33).
9.  **Daily Life Presentations**: teams ready with any necessary props, set pieces and student-written scripts in hand (Section 5-b: Daily Life in the Ancient World Presentations, p. 11; Materials for Duplication, p. 32).  
*Note: Let your presenter know if your students will NOT be presenting these.*
10.  Arrive to presentation room a few minutes before start time with students in three team civilizations and **Team Kings** and/or **Team Queens (Leader)** at front of their line. Your presenter will greet you and your students outside the room (Section 1-d: Day of Presentation, p. 6). Place **Enter Quietly** sign on door to room (Materials for the Teacher, p. 19).