



## DETAILED PREPARATION CHECKLIST

### Immediately upon receiving Teacher Preparation Guide

- Complete and update *Itinerary Details* at [www.californiaweekly.com](http://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 team civilizations of Egypt, Greece, and Rome. Use *Card Assignment List* to assign and distribute *Expert Word Cards* and *Character Cards* (*Materials for the Teacher, p. 15; Section 3-b: Teams and Name Tags, p. 8; Section 4: The Cards, p. 9; Materials for Distribution, p. 34–42*).
- Appoint a *Team King* or *Team Queen (Leader)* for each team, distribute *Daily Life Instructions* to team leaders; schedule times to practice (*Section 3-b: Teams and Name Tags, p. 8; Section 5-b: Daily Life in the Ancient World Presentations, p. 11; Materials for Duplication, p. 32*).

### 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, pronunciation, costumes, props, and acting (*Section 3-c: Costumes and Props, p. 9; Section 4: The Cards, p. 9; visit www.californiaweekly.com*).
- Send *Walk Through Invitations* to encourage guests to attend (*Section 1-c: Guests, p. 5; Materials for Duplication, p. 30*).

### 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 *Daily Life Presentations, Expert Word, and Character Cards*. Remind students to wear costumes and bring *ALL props, Daily Life Presentation 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* and *Character Cards* for absent students to other members on their team.
- Meet with your presenter before the presentation to confirm number of students; inform him/her of any students with special needs. Drop off three rolls of toilet paper for *Mummy Wrap Game* (*Section 5-c: Mummy Wrap Game, p. 11*).
- Bring with you:
  - Score Sheet* and pencil/pen for parent/guest scorekeeper (*Materials for the Teacher: Score Sheet, p. 18*).
  - Card Assignment List* and all *Duplicate Cards* (*Materials for the Teacher, p. 15, 20–28*). *Character Catch-up Game Sheet* (*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 all materials needed for *Daily Life Presentations* (*Materials for Distribution, p. 34–42; Materials for Duplication, p. 32*).
  - Team Kings* and/or *Team Queens (Leaders)* in front of their team line.
  - 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*).