



DAY OF PRESENTATION CHECKLIST



1. Room set up and ready one hour before presentation start time (*Section 1-a: Itinerary Details, p. 4; Section 2-a: Facility, p. 7; Materials for the Teacher: Room Setup Diagram, p. 16*).
2. **Name tags** safety-pinned on each student one color for each team (*Section 3-b: Teams and Name Tags, p. 8; Materials for the Teacher: Name Tag Instructions, p. 15*).
3. **Score Sheet**, pencil/pen, and parent/adult scorekeeper chosen to keep score (*Materials for the Teacher: Score Sheet, p. 17; Section 1-d: Day of Presentation, p. 6*).
4. **Card Assignment List, Answer Sheet, and Duplicate Expert Word Cards** (*Materials for the Teacher, p.13, 14, 19–23*).
5. Students arrive with **Expert Word Cards** and answers to their questions, even if memorized. Re-assign cards of absent students to students on their team (*Section 4-a: Expert Word Cards, p. 9, Materials for Distribution, p. 28–32*).
6. Arrive to presentation room a few minutes before scheduled start time, with students in four teams and **Team Leaders** at the front. Your presenter will greet you and your students outside of the room. (*Section 1-d: Day of Presentation, p. 6*).
7. Place **Enter Quietly** sign on entrance door to the room (*Materials for the Teacher, p.18*).