



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

- Fill in the **Card Assignment List** and assign and distribute **Expert Word Cards** (**Materials for the Teacher, p. 12; Section 4-a: Expert Word Cards, p. 9; and Materials for Distribution, p. 28–32**).
- Organize students into four teams and appoint a **Team 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 on memorization and answering the questions on their cards (**Section 4-a: Expert Word Cards, p. 9**).
- Discuss ideas for costumes (**Section 3-c: Costumes, p. 9; and www.californiaweekly.com**).
- Practice singing "**Star-Spangled Banner**" with lyric sheet (**Section 5-b: "Star-Spangled Banner," p. 10**).
- Send **Walk Through Invitations** to encourage guests to attend (**Section 1-c: Guests, p. 5; Materials for Duplication, p. 25**).

1 Week Prior

- Create **Name Tags** (**Section 3-b: Teams and Name Tags, p. 8; Materials for the Teacher: Name Tag Instructions, p. 15**).
- 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 **Expert Word Cards** and singing "**Star-Spangled Banner**."
- Remind students to wear costumes and bring **Expert Word Cards** to the presentation.
- Confirm presentation location; give **Room Setup Diagram** to facility coordinator (**Section 2-a: Facility, p. 7; Materials for the Teacher: Room Setup Diagram, p. 16**).

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 Word 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: Score Sheet, p. 17**).
 - Card Assignment List** and all **Duplicate Expert Word Cards** (**Materials for the Teacher, p. 13, 19–23**).
 - Enter Quietly** sign to place on the room door (**Materials for the Teacher, p. 18**).
- Students ready:
 - Name Tags** secured high on chests (**Section 3-b: Teams and Name Tags, p. 8; Materials for the Teacher: Name Tag Instructions, p. 15**).
 - Students in four teams, each with their **Expert Word Card(s)** and "**Star-Spangled Banner**" lyric sheet; **Team Leaders** in front of their team line.
 - Students wait outside 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*).