



TEACHER PREPARATION GUIDE

Walk Through California is an engaging and interactive educational presentation with friendly competition and lively retelling of standard history curriculum. A trained presenter guides up to 36 students through historic events using dynamic, kid-friendly stories and activities, and expert word cards. During the presentation the students compete in a friendly contest to earn points. Games, music, and dramatic activities encourage participation and comprehension of the curriculum throughout the presentation.

This guide will help you with the required classroom preparation we depend on to ensure that your Walk Through is a success. It includes all the information needed, such as classroom set-up, confirmation of the itinerary for the day, and all necessary links.



15052 RED HILL AVE ♦ SUITE G ♦ TUSTIN ♦ CALIFORNIA ♦ 92780
PH - 714/247-2250 ♦ FAX - 714/247-2254
INFO@CALIFORNIAWEEKLY.COM ♦ WWW.CALIFORNIAWEEKLY.COM

ALL ITEMS FOR DOWLOADING/PRINTING

[ALL ITEMS FOR PRINTING](#)

Print all items for teacher use and distributing to students.

INDIVIDUAL PAGES FOR PRINTING:

[TEACHER CARD ASSIGNMENT LIST/ORDER OF PRESENTATION](#)

*print on **regular white paper**.*

[EXPERT WORD CARDS](#) print on **light green card stock**

After printing, cut and distribute Expert Word cards to individual students using the instructions provided for assigning cards in this guide.

[TEACHER ANSWER SHEET](#)

Students need to look up the answer to the question on their Expert Word card. Teachers should check answers prior to presentation to ensure they are correct.

[INDIVIDUAL STUDENT EXPERT WORD CARDS](#)

For students to access “lost” cards electronically.

[THE NATIONAL ANTHEM](#) print on **regular white paper**.

Print a copy for each student participating. If students are already familiar with singing the Star-Spangled Banner, copies may not be needed. These can be provided to students prior to the presentation to bring with them to the presentation room on the day of the presentation.

[NAMETAG INSTRUCTIONS](#)

Find [NAME TAG TEMPLATE HERE](#) (will download as a Word doc.)

*Student name needs to be printed on **cardstock** that is the color of the team the student has been assigned (colors used for teams are teacher’s choice).*

[AUDIENCE INVITATION LETTER](#)

Print or send electronically to students’ family.

[ROOM DIAGRAM](#)

Provide diagram to person setting up presentation room.

[ENTER QUIETLY SIGN](#)

Place on outside of presentation room doors.

[SCORE SHEET](#)

Provide to the adult volunteer chosen to record points that will be awarded by the presenter. If no adult volunteer, the teacher will need to record the points.

THE DAY OF

- Communicate with the person designated to set up the presentation room to ensure it will be ready per the [ROOM DIAGRAM](#) at least **one hour prior** to your presentation start.
- [ENTER QUIETLY](#) sign placed on all outside doors.
- If you have any **absences** on the day of your Walk Through, [RE-ASSIGN](#) their [EXPERT WORD](#) cards prior to the presentation. For a balance of points, **do not re-assign cards to a student on another team.**
- Place [NAMETAGS](#) on students prior to walking to presentation room.
- Ask students to use the restroom and get water beforehand to avoid interruptions to their Walk Through.
- When leaving the classroom, remind students to check to make sure they have their [EXPERT CARDS](#) and all costume pieces.
- Arrive at the presentation location with students **in lines by team (team leader in front), nametags on**, with their **cards**, and anything else they will need, such as a copy of the [NATIONAL ANTHEM](#).
- The presenter will meet you and your class **OUTSIDE** of the presentation room.
 - Please do not bring students in beforehand.
 - Confirm with your presenter how many students are in attendance. Your presenter *counts out certificates* based on the number provided on your itinerary.
 - Let your presenter know of any students that may have special needs, and how we can better accommodate them.
- A teacher or **qualified adult must always be in the presentation room throughout the entire length of your Walk Through.**



PRESENTATION START TIME/STUDENT NUMBERS

- We do not set the times for your presentations. The person who made the reservation has access to submit these itinerary details through their online account [here](#). Please work with the person who made your reservation to determine the best times that will work with your school's instructional hours, **for example: 8:30-11:00 and 12:00-2:30**.
- Walk Through Presentations are 2 ½ hours in length with a short 5-minute restroom/water break after about 90 minutes. We do not adjust the presentation for a school's recess or lunch schedule. Students may need to take an early lunch or have a separate recess before or after their scheduled presentation. See [SCHEDULING CHART](#) for guidance in determining presentation times.
- We require 60 minutes between Walk Through presentations taking place on the same day to accommodate the California state mandatory employee lunch break and time for the presenter to re-set display. Presentations on the same day must take place in the same room.
- If possible, please start your first presentation at least 10 minutes *after* the morning bell to ensure enough time for taking attendance and securing nametags before arrival to presentation room and end your second presentation at least 10 minutes *before* the afternoon bell to give time for end of day release.
- Consider your school's office/administration hours when choosing your presentation start time. Your presenter is scheduled to arrive **one hour prior** to presentation start and the office/administration must be available at that time for your presenter to sign in and enter campus.
- The presentation is specifically designed to accommodate **up to 36 students**. **Any amount exceeding the 36-student limit must be approved by our office**, not the presenter, before the day of your presentation. If a group arrives to the presentation over the approved amount, the presenter is required to contact the CWE offices before proceeding with the scheduled presentation.
- We ask that students of other classes are not brought in to view any portion of the Walk Through presentation. This interactive presentation is intended for participation, not viewing.
- Teachers with combo classes need to have alternate plans for those students not participating. Please contact our office for modifications in preparing a class with under 14 students participating or let us know if combo students from a different grade level will be participating. Email programs@californiaweekly.com

ITINERARY CONFIRMATION

Confirmation and reminder emails are sent out to the email address of the person who made the reservation, and any teachers' email addresses that have been provided on the online account by the person who reserved. The information on this confirmation email contains the details provided to the presenter and the presenter will be arriving and prepared based on the time, presentation type, and student numbers in that email. If the person who reserved your presentation is no longer available, please contact us at info@californiaweekly.com

Please work with your reservation's contact person to coordinate start times. Be sure that your latest email confirmation sent from our reservation system includes the start-time and presentation type you are expecting and that student numbers are correct.

Your Walk Through Presentation is just a month away!

Walk Through California (two presentations, a.m. and p.m.) Date: 6/9/2023

School Name: Eureka Elementary

Reservation Number: PS22-1545344

School's Office Hours: 7:30am - 3:30pm

School's Instructional Hours: 8:00am - 2:35pm

Room Assignment: MPR

Primary School Contact: Don Oliver don@eurekaelementary.com

First Walk Through presentation

Teacher: Philip Black philip@eurekaelementary.com

Number of Students: 33

Presentation Time: 8:15-10:45

Second Walk Through presentation

Teacher: Kate Rosa kate@eurekaelementary.com

Number of Students: 29

Presentation Time: 11:45-2:15

EXAMPLE

If you haven't yet received an email confirmation like the one pictured above or a reminder notice similar to this or if your notice is missing any of the required details, please contact us immediately at info@californiaweekly.com. This means, we haven't been provided necessary information by your reservation's contact person.

ROOM PLANNING AND PRESENTER ARRIVAL

Finding the right room for your Walk Through can prove challenging as commonly used rooms are often being utilized throughout the day for different activities. If possible, we suggest reserving an MPR or similar space for your Walk Through. We have provided a [ROOM SET-UP DIAGRAM](#) for you to use when setting up the room.

1. The 20'x20' presentation space must be **indoors**, with **enough seating for students**
 - additional space is required should adult guests be invited
2. Consider weather when choosing what room will be used as we are unable to break down and re-set in a different location within the same day to accommodate rainy day schedules or for any other reason
3. If reserving a multi-purpose type room ensure other activities are not scheduled to take place in the room 1 hour prior and up to 1 hour concluding your presentation
4. All chairs and a 6'-8' table must be pre-set **prior to the arrival of your presenter**
5. The presenter is not responsible for removing furniture or setting up chairs and tables
6. A school staff member **must be present 1 hour prior** to the presentation start time to check-in the presenter and to provide instructions on:
 - the closest area to unload the display and cart heavy equipment from their car
 - the closest staff restrooms
 - where to park for the day; please consider reserving a space for the presenter



If you are receiving help from custodial staff, please provide them with the [ROOM SET-UP DIAGRAM](#). We require use of the room without other groups present (before or after school groups, music class, play rehearsal etc.) one hour prior to presentation start-time and one hour upon conclusion of presentation. This time is needed for your presenter to set up the display and be ready to start your presentation on time and to break down equipment after. Please consider the weather when choosing a room as we are unable to break down and re-set in a different location

within the same day to accommodate rainy day schedules or for any other reason. Should you need to utilize your classroom, all furniture must be removed including desks and tables. Due to liability policies, the presenter may not be with students unless school staff is present. Students may not be in room during set up or break down time.

TEAM/CARD ASSIGNMENTS



We suggest *Expert Word Cards* be assigned and passed out to students 3 weeks prior to your presentation date to allow time for students to prepare. Begin by splitting students as evenly as possible into 4 teams of mixed ability/gender. Assign each team a color (blue team, orange team etc.). Once your students are placed in color teams, you can start assigning the [EXPERT WORDS](#). Each card needs to be assigned to a specific student. For smaller classes, a student may be assigned more than one card.

We have provided a [CARD ASSIGNMENT](#) list that is in order of appearance. We suggest mixing students from different teams throughout the order to aid student engagement during the presentation. View the [SAMPLE ASSIGNMENT SHEET](#) for guidance.

First 90 minutes			Last Hour (after 5-minute break)		
Expert Card	Student Name	Team Color	Expert Card	Student Name	Team Color
Region	Liz	Red	Precipitation		
Coast	Jaime	Orange	City		
Valley	Jared	Purple	Volcano		
Mountain	Isabella	Blue	Plateau	Liz	Red
Desert			Farm Produce		
Country			Reservoir		
Peninsula			Capital/Capitol		
Bay			County		
Island			Irrigation	Jared	Purple
Mission			Glacier		
Missionary			Erosion		

This [CARD ASSIGNMENT](#) list is for your reference only and to aid you in assigning parts. Some students might benefit to come up earlier in the presentation etc. Please do not let students know beforehand when they will be called as we are also working on listening skills during the presentation. The presenter lets students know that they could be called up “at any time.” Exceptions are made for students with special circumstances (who may only be able to attend for a certain amount of time). Please consider your students’ skill level when assigning cards as some definitions are longer or more difficult than others. For students with special circumstances, we can provide cards with alternate/shorter definitions. Please contact us at programs@californiaweekly.com if this is needed for any of your students.

- **All 36 cards must be assigned.** To give teams an equal opportunity to earn points place 9 *Expert Word Cards* **per team**. Classes of 12 or less students can be placed in 3 color teams with 12 *Expert Word Cards* per team.
- Each student should be assigned at least one card. For participating classes with less than 36 students, some students will be assigned more than one card. Please ensure that students with more than one card are not on multiple teams. Each student should be placed on one team only.
- Should your class have “buddies” or “helpers” for students with special circumstances, we encourage student and helper be placed on the same team. Consider assigning a Team Leader for each team; a student who can be responsible take on small tasks the day of the presentation.

EXPERT WORD CARDS

A total of 36 [EXPERT WORD CARDS](#) (print on **light green card stock**) are provided for Walk Through California and need to be assigned prior to presentation date. During the presentation, your presenter will say each expert word. Upon hearing their assigned expert word, the student will come to the front to recite the definition and answer the question when asked by the presenter.

Each *Expert Word* card contains a fourth-grade vocabulary word, a definition, and a question the student must answer while presenting their card for the class. **DO NOT** allow your students to come up with their own definitions.

Students need to find the answer to their question prior to the presentation. We provide an [ANSWER SHEET](#) in order for you to check student's answers for accuracy. Some answers are specific to your area and may require light research. These should be checked prior to presentation.



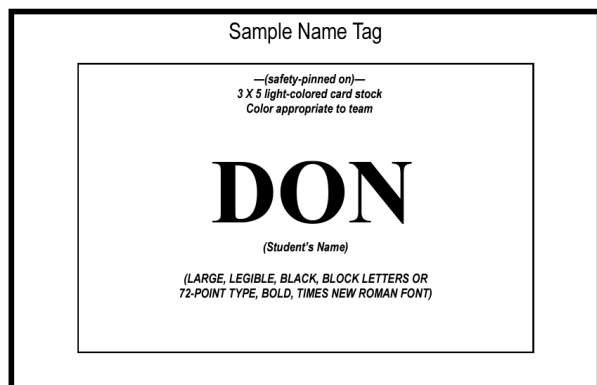
- Inform your students that they will receive extra points for **memorizing their definition** and **answering their question in a complete sentence**.
- We ask for students to bring their expert word card with them to the presentation, even when memorized, and to have the answer to their question written on the front or back.

For students who need a copy of their individual Expert Word card, they can be downloaded and printed from our Web site here: [INDIVIDUAL STUDENT EXPERT WORD CARDS](#)

NAMETAGS/TEAM COLORS



Nametags greatly impact the ability of your presenter to interact and make connections with your students. It is important that nametags be made *large, visible, and easy to read*. We have provided a [NAME TAG TEMPLATE](#) that will download as Word document for use in making nametags as well as [NAME TAG INSTRUCTIONS](#).



Your presenter utilizes nametags with the team colors throughout the presentation. At the start of the presentation your presenter will **assign each team a team name and cheer** associated with the team color and California. Students will be standing up and saying their team-name/cheer each time they are awarded points by the presenter. This aids the adult scorekeeper (volunteer or teacher) in keeping track of points throughout the presentation.

- Names should be printed on team-colored cardstock (red team = red nametag)
- Print the student's name legibly in large, block letters using a thick, black marker; or on a computer, use a simple font such as Times New Roman with bold, 72-point type or larger. For longer names, you may need to use less than 72-point type
- Avoid having students make their own name tags
- Students' nametags must be on before entering the presentation room. **Allow plenty of time to distribute nametags** on the day of the presentation. Consider asking another adult for help pinning them on students
- We recommend using safety pins to secure nametags and that they be placed high on a student's chest and not hidden under costume pieces or long hair. If you find lanyards easier to use, please make the nametags double-sided so your presenter can read names on either side

Note: Often we see teachers use lanyards or small labels/stickers. Lanyard nametags often flip over causing the presenter the need to ask multiple times for students to turn them over. Labels/stickers inevitably fall off.

SCORES AND SCOREKEEPER

WALK THROUGH CALIFORNIA			
SCORE SHEET			
PLEASE KEEP POINTS TOTALED! <small>POINTS ARE GIVEN QUICKLY TOWARDS THE END OF THE PRESENTATION AND THERE IS NO TIME TO ADD THEM UP. FEEL FREE TO ASK THE PRESENTER FOR CLARIFICATION OR TO REPEAT POINTS. PLEASE KEEP SCORES A SECRET FROM THE STUDENTS.</small>			
TEAMS			
1	2	3	4
(TEAM NAME)	(TEAM NAME)	(TEAM NAME)	(TEAM NAME)

Throughout the presentation your presenter will be awarding points to student teams for various things including the recitation of expert word cards. Points are awarded in increments of five. Using the [SCORESHEET](#) provided, we ask for a teacher or adult audience member to keep track of the points that are awarded by keeping a running total; the presenter announces points very quickly at the end of the presentation and there will not be time then to add them up.

HISTORICAL ATTIRE/EXPERT WORD COSTUMES

Encourage your students to dress in historical attire celebrating the three main periods of California history: Spanish period, Mexican period, United States period or in a creative costume that represents their assigned Expert Word card. This helps build excitement for participation in Walk Through California. This can be done in class or with the help of the student's family at home. We strongly encourage creativity (and advocate that families do *not* spend money on costumes). We do not sell or provide costumes.



Students should be able to comfortably sit in their costumes!

Common costumes include:

- Gold Miner
- California State Symbols or Mascots
- California Monuments
- Local Farm Produce/Farmer/Farm Animals
- Painted T-Shirts or Posters
- Governors

ADDITIONAL DETAILS

SINGING OF THE NATIONAL ANTHEM

If possible, please familiarize your students with our National Anthem, as it will be sung during your presentation (when California becomes the 31st state added to the union). Sometimes, teachers make copies of the lyrics for students to use while singing the anthem.

[STAR SPANGLED BANNER LYRICS](#)

INCLUDED ACTIVITIES

A Walk Through presentation runs in a very tight 2 ½ hour presentation. With a lot of information and activities to include, your presenter may choose to omit certain elements to allow enough time for students to present their expert word cards. If there is anything you've enjoyed from past presentations that you'd like to make sure is included, please let your presenter know when they greet your class at the door of the presentation room.

5-MINUTE BREAK

There will be a 5-minute break about 90 minutes into the presentation and students are welcome to use the restroom and get water at that time, but please do not consider this a "snack break" (unless there is a medical need). The presentations cannot be elongated to accommodate a longer break.

INVITE AUDIENCE

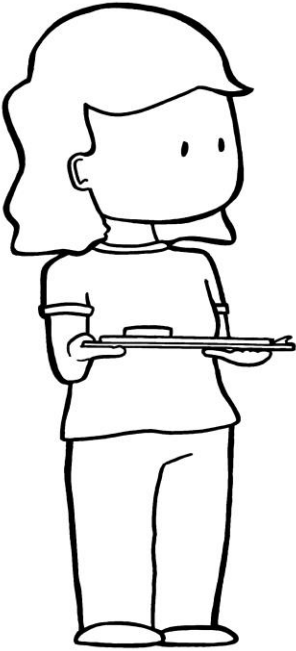
Use our [AUDIENCE INVITATION LETTER](#) to invite adult family and friends or even the press! Please do not have students from other classes or grade levels observe. Teachers with combo classes need to have alternate plans for those students not participating.

RECORDING/PICTURES

Due to copyright restrictions, we limit recording to small portions of the presentation. Recordings may be of students enacting their parts only. Still images are welcomed if doing so does not go against school policies that prohibit taking pictures or violate restrictions of individual students. We do ask that pictures are taken without walking into the presentation area or in any way disrupting the presentation.



WHAT TO BRING WITH YOU



Teacher

- [SCORE SHEET](#)—you may ask a parent volunteer to keep a running total of each team's points
- Expert Card [ASSIGNMENT LIST](#)
- Extra copies of [EXPERT CARDS](#)
- Tape (for costume emergencies!)
- Writing utensil

Students

- Copy of their assigned [EXPERT WORD CARDS](#)
- Copy of the [NATIONAL ANTHEM](#) if necessary



REVIEW US!

Please take a moment to **review your Walk Through experience** by checking your email after your presentation for a customized feedback link! If the contact person who made your reservation did not provide us with your email address, the link will be sent to them to be forwarded on to you. If you do not receive the link, please check with the person who made your reservation or email us directly at info@californiaweekly.com.