



TEACHER PREPARATION GUIDE

Walk Through the Ancient World 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. Through assigned Character and Expert Word Cards, students will explore the famous events, prominent historical figures, and relevant vocabulary of the Ancient World by becoming the people, myths, and legends from the time period and/or experts on important events. 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. Remember to also bring three regular size rolls of toilet paper for the Mummy Wrap game!



ALL ITEMS FOR DOWNLOADING/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**

[CHARACTER CARDS](#) print on **light blue card stock**

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

[INDIVIDUAL STUDENT CARDS](#)

For students to access “lost” cards electronically

[DAILY LIFE PRESENTATIONS](#) print on **regular white paper** (optional activity)

Should your class choose to present their “daily life” presentation, print at least one copy for each team and have teams follow the instructions provided for preparing their skit.

[CHARACTER CATCH-UP GAME SHEETS](#) print on **regular white paper**

Print a copy for each student participating. These will be given to the presenter on the day of presentation and should not be given to students beforehand.

[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 civilization/team the student has been assigned (**yellow = Egypt, green = Greece, red = Rome**)*

[AUDIENCE INVITATION LETTER](#)

Print or send electronically to students’ family

[ROOM DIAGRAM](#) (room must be set up on hour prior to presentation start)

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!

- Bring three rolls of regular size toilet paper for students to participate in the Mummy Wrap game! This may be pre-set on presentation table or given directly to presenter.
- 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.
- (If being presented) Daily Life Presentation props/set pieces may be pre-set in room up to one hour prior to presentation start or brought with you to presentation at arrival.
- Writing boards & pencils for game sheets may be pre-set in room under each student chair up to one hour prior to presentation start or brought with you to presentation.
- [ENTER QUIETLY](#) sign placed on all outside doors.
- If you have any **absences** on the day of your Walk Through, [RE-ASSIGN](#) their Expert and/or Character card and part in Daily Life Presentation prior to the presentation. For a balance of points, **do not re-assign cards to a student on another civilization.**
- 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 make sure they have all their assigned cards, costumes, props, set pieces for Daily Life Presentations (if being presented), a pencil and a hard writing surface (if not already pre-set in room).
- Arrive at the presentation location with students **in lines by team (team leader in front)** and **nametags on.**
- 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.
- When two Walk Through presentations are taking place on the same day, we require 60 minutes between presentations 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 the Ancient World (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 that all cards be assigned and passed out to students 3-4 weeks prior to your presentation date to allow time for students to prepare. Begin by splitting students as evenly as possible into 3 teams of mixed ability/gender with at least one strong leader on each team. Assign each team a civilization of either EGYPT, GREECE, OR ROME. Once your students are placed in their civilization, you can start assigning the cards. Each card needs to be assigned to a specific student. For smaller classes, each student will be assigned more than one card.

In order to assign students accurately, use the [CARD ASSIGNMENT](#) list provided. This list is also in order of appearance. The card assignment list is for your reference only and to aid you in assigning parts. 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.”

WALK THROUGH THE ANCIENT WORLD		
CARD ASSIGNMENT LIST		
<small>Please assign ALL cards. When assigning more than one card per student ensure cards are allocated to the same team. i.e. student Alex assigned to Ra (Egypt) and Delian league (Greece)</small>		
<small>All Character Cards are assigned to civilization they will be associated with. Expert Cards are mixed throughout civilizations.</small>		
<small>Team Egypt - Yellow Name Tags Team Greece-Green Name Tags Team Rome-Red Name Tags</small>		
<small>First half of presentation approximately 90 minutes; Second half of presentation approximately 50 minutes</small>		
Cards To Assign	Student Name	Team
VILIZATION & CULTURE		ROME (Red)
YTHS, LEGENDS & RELIGIONS		ROME (Red)
MESOPOTAMIA		GREECE (Green)
ILE RIVER, DELTA, & CATARACT		EGYPT (Yellow)
RA		EGYPT (Yellow)
OSIRIS		EGYPT (Yellow)
ISIS		EGYPT (Yellow)
HORUS		EGYPT (Yellow)
VIKAS KAPUR		EGYPT (Yellow)
Cards To Assign	Student Name	Team
PERSIAN EMPIRE		EGYPT (Yellow)
PERICLES		GREECE (Green)
<small>(5-10 minute break: first half of presentation complete)</small>		
ZEUS		GREECE (Green)
HERACLES		GREECE (Green)
ATHENA		GREECE (Green)
JUNO		ROME (Red)
PHILOSOPHY		EGYPT (Yellow)
SOCRATES		GREECE (Green)

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 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. Should your class have “buddies” or “helpers” for students with special circumstances, we encourage student and helper be placed on the same team.



TEAM/CARD ASSIGNMENTS continued

ALL *Character Cards* will be assigned to the civilization they are associated with during the presentation. *Expert Word Cards* are NOT (i.e., a student on the Rome team might have an Expert Card associated with Egypt). Since the presentation is mainly in chronological order of events, this helps keep students from each civilization/team engaged and actively involved throughout.

- **All cards must be assigned.** Each *Expert Word* and *Character Card* are **pre-designated** to a specific team/civilization. To give teams an equal opportunity to earn points there are 10 *Character Cards* and 6 *Expert Word Cards* per team/civilization.
- Please ensure students placed in a certain civilization are only assigned an *Expert Word* or *Character* card designated for that team/civilization.
- Assign ONE team leader/ “King or Queen” from each team.
- Inform your students that they will receive extra points for memorizing their *Expert Word* and *Character Card*. Students with *Character* cards will receive additional points for dressing like their character, bringing the suggested prop up with them to recite, and enacting the performance instructions provided on their card.
- We ask for students to **bring their assigned card(s)** even when memorized. For smaller classes, students will have more than one card assigned. In this case, students can try and memorize at least one and be ready to read the others clearly. If presenting Daily Life skits, student written scripts should be brought to the presentation, even when memorized.
- Classes of 14 or less participants can contact our office at programs@californiaweekly.com for modified preparation instructions.



For students who need copies of their individual cards they can be downloaded and printed from our Web site here: [INDIVIDUAL STUDENT CARDS](#)

STUDENT ASSIGNED CARDS

Instructions for printing: [EXPERT WORD CARDS](#) print on **light green card stock**
[CHARACTER CARDS](#) print on **light blue card stock**
[DAILY LIFE PRESENTATIONS](#) print on **regular white paper**

A total of 18 [EXPERT WORD CARDS](#), 30 [CHARACTER CARDS](#), and 1 set of [DAILY LIFE PRESENTATIONS](#) are provided for the *Walk Through Ancient World*. ALL cards need to be assigned prior to presentation date by utilizing the [CARD ASSIGNMENT](#) list. During the presentation, your presenter will say each *Expert Word* and *Character* card. Upon hearing their assigned word and/or card the student will come to a designated area in front of the display to recite their part. Should you decide to have your class present their daily life skits, the presenter will invite each team up at a certain point within the presentation to present.



Each [EXPERT WORD CARD](#) contains a vocabulary word and definition specific to ancient civilizations and content standards for 6th grade history. *Expert Word* cards are not always pre-designated to the team/civilization they are about. This aids in student engagement among the teams during the presentation.

[CHARACTER CARDS](#) represent some of the prominent people of the Ancient World. Each card provides details for student to dress in historical attire, bring a specific prop, and rehearse specific performance instructions. Character props and costumes are not provided by the presenter unless otherwise specified on the card. Students assigned to more than one character should try to memorize at least one of the cards and bring props for each character, but dress in only one costume. A quick costume piece may be added or removed but there is not time for costume changes. Click [here](#) for a complete *Character Card* prop list.

Note: The presentation is not designed for every student participant to be assigned a Character Card unless the class size allows.

DAILY LIFE PRESENTATIONS



[DAILY LIFE PRESENTATIONS](#) are short 5 minute “skits” put together entirely by each team/civilization. This group public speaking activity gives your class an opportunity to meet the common core standard for [speaking and listening - grade 6](#). These are optional. Please let your presenter know when meeting outside of your presentation room if your class will or will not be presenting their skits.

If presented, students need to follow the provided [DAILY LIFE PRESENTATION INSTRUCTIONS](#) to ensure they meet all the guidelines. Information presented must be about life in their civilization and not a reiteration of their assigned *Expert Word* or *Character* cards. All props or scene pieces must be provided by the students’ team/civilization. The presenter will not have props or scene pieces.

We suggest assigning a student with leadership qualities to be the “director” or leader of rehearsals. All students on the team need to have a “role” within their daily life presentation. All three teams must present if daily life presentations are chosen to be presented.

Points will be awarded for organization/teamwork, clarity/presentation skills, creativity, accurate information, content covering at least six areas of “daily life” in their civilization, and each presentation keeping within 5 minutes (each skit will be timed by presenter).

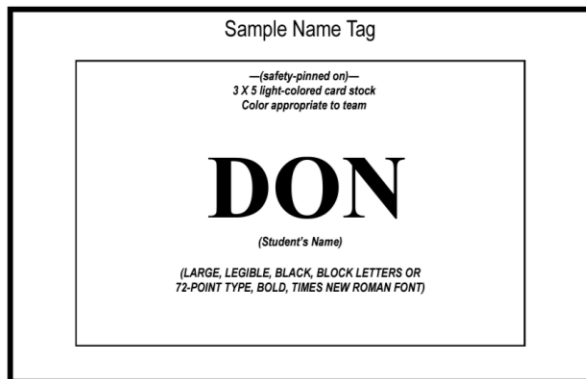
Please provide your students with adequate time to prepare their presentation, learn their roles, and create set pieces and props.

Scene/set pieces for Daily Life presentations may be brought to presentation room with students upon arrival or pre-set in the room up to one hour prior to presentation start.

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 can be downloaded for use in making nametags as well as [NAMETAG INSTRUCTIONS](#).



Your presenter utilizes nametags with the team colors throughout the presentation. Each civilization is designated by a specific color: **EGYPT = YELLOW**; **GREECE = GREEN**; **ROME = RED**. Please ensure names are placed on the correct color for the civilization the student has been assigned. At the start of the presentation your presenter will **provide a team cheer** associated with each civilization. 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.

- Student names should be printed on team-colored cardstock (red team = red nametag). Character names do not need to be placed on nametags.
- Print the student's name legibly in large, block letters using a thick, black marker; or on 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 THE ANCIENT WORLD [®]		
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	
Egypt	Greece	Rome

Throughout the presentation your presenter will be awarding points to civilizations for various things including the recitation of 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.

CHARACTER CATCH-UP GAME SHEETS

The [CHARACTER CATCH-UP GAME SHEETS](#) are a creative way to promote teamwork and check student comprehension. Students will be given time at various points in the presentation to fill out game sheets and if time permits, play a game by competing against each other in giving the presenter the answers on the sheets.

Copies need to be made for each student participating but should not be given to the students prior to the presentation. These sheets can either be pre-set under the student chairs along with a pencil and writing board or given to your presenter at the start of the presentation.

Students will need a pencil (not a pen) and a writing board or other hard surface for filling out game sheets. These can be pre-set under student chairs or students can arrive to the presentation room with a pencil and writing board. Please provide additional pencils to replace those that break.



HISTORICAL ATTIRE

Encourage your students to dress in historical attire that represents their civilization. Those assigned a *Character* card should dress in attire representing the person of history they are portraying and will receive additional points for their team.

Students assigned to more than one character may choose one costume and if needed, bring an accessory to quickly put on for a second character or *Daily Life Presentation*. Students will not have time for full costume changes during the presentation.



Costume pieces can be created 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. Suggestions for costume pieces can be found [here](#).



Students should be able to comfortably sit in their costumes!

ADDITIONAL DETAILS

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 cards and scenes. 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.

MUMMY WRAP GAME

During the presentation we will play a game where a student from each team will wrap another teammate as a "mummy." In order for your class to participate in this fun game, please provide three rolls of regular size toilet paper. This can be pre-set on the presentation table or you can give it to your presenter prior to presentation start.

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) or recess break. The presentations cannot be elongated to accommodate a longer break.

INVITE AUDIENCE

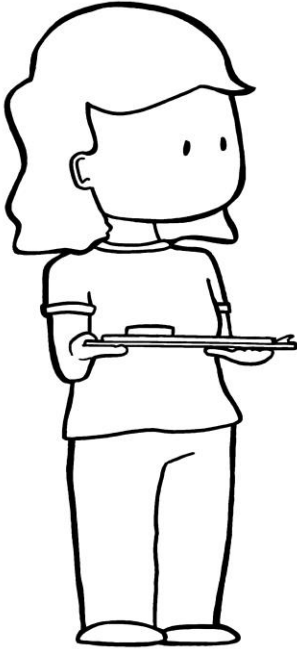
Use our [AUDIENCE INVITATION LETTER](#) to invite adult family and friends or even the press! Please do not have students from other classes or grade levels observe. Teachers with combo classes need to have alternate plans for those students not participating.

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

- Class set of [CHARACTER CATCH-UP GAME SHEETS](#)
- Class set of writing boards
- Extra pencils
 - Game sheets, writing boards and pencils may also be pre-set under each student chair
- [SCORE SHEET](#)—you may ask a parent volunteer to keep a running total of each team's points
- Card [ASSIGNMENT LIST](#)
- Extra set of
 - [EXPERT CARDS](#)
 - [CHARACTER CARDS](#)
- Tape (for costume emergencies!)
- 3 rolls of toilet paper!

Students

- Writing board and pencil (unless already pre-set in room by teacher)
- Costumes on
- Nametags on
- Props for Character cards
- Copy of their assigned [CARDS](#)
- If being presented:
 - Each team leader with copies of Daily Life Presentation skits
 - Props/set/scenery pieces for Daily Life Presentations



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.