



DAY OF CHECKLIST

✓ Bring to presentation room:

- SCORE SHEET AND PEN OR PENCIL
A teacher or adult volunteer is needed to keep a running total team points
- Extra copy of EXPERT CARDS (in case students forget theirs)
- ORDER OF PRESENTATION (with student names and teams filled in)
It may help to know who is being called up next and to let parents or caregivers know if asked. Students should not know order unless needed for special circumstance.

✓ 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.

✓ RE-ASSIGN EXPERT WORD card(s) should you have any **absences** to a student on the same team. Refer to your copy of Order of Presentation.

✓ Students ready...

- Safety-pin NAMETAGS on students (by shoulder) and have students use the restroom prior to arriving.
- Remind students to bring their EXPERT CARDS (*answer to question can be written on card*) and all costume pieces.
- Each student with copy of NATIONAL ANTHEM (*if students don't have anthem memorized*)



✓ Arrival to presentation room....

- The presenter will meet you and the students **OUTSIDE** of the presentation room. Please help us with our student management by refraining from bringing students in prior to presenter greeting you outside.
- Students **in lines by team** (*team leader in front*).
- 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 with special needs and how we can better accommodate them (sensory front loading can also be provided).
- A teacher or school staff member **must always be in the presentation room throughout the entire length of your Walk Through**.

