



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 of team points.
- Copies of [LIBERTY BELL GAME SHEET](#) for each student
- Extra copies of [EXPERT CARDS](#), [CHARACTER CARDS](#), AND [AMERICAN EXPERIMENT CARDS](#) (in case students forget theirs)
- [ORDER OF PRESENTATION](#) (with student names filled in)
Note: 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 table and chairs are ready per the [ROOM DIAGRAM](#) at least **one hour prior** to your presentation start.



✓ [ENTER QUIETLY](#) sign placed on all outside doors.

✓ *RE-ASSIGN* card(s), should you have any **absences**, to student(s) on the same team. Refer to your [TEACHER CARD ASSIGNMENT by Team](#).

✓ Students ready...

- Safety-pin [NAMETAGS](#) on students (by shoulder) and have students use the restroom prior to arriving.
- Remind students to be in their costume and to bring their assigned cards, [battle scene instructions](#) (one per team), and all [character props](#), and battle scene props. **Note:**
Please do NOT pre-set character props. Students should arrive with them in hand.
- Each student with a **CLIPBOARD** and **PENCIL** (for filling out Liberty Bell Game Sheets) and 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**.

