



Jamestown-Yorktown Foundation
OUTREACH EDUCATION AND SPECIAL SERVICES
P.O. Box 1607, Williamsburg, VA 23187-1607
(757) 253-4437

OUTREACH CHECKLIST

In order to ensure programs of the highest quality, please use the following checklist to guide your preparations prior to our outreach visit.

- ❑ Develop a schedule of classes with your teachers' names, grade level, room number and the programs requested. Forward the schedule to your school system's contact person or the Jamestown-Yorktown Foundation Outreach Education Office well in advance of our arrival.
- ❑ Please schedule a maximum of five programs per outreach teacher each day.
- ❑ Allow 60 minutes for each presentation.
- ❑ Ensure the number of students per program presented is no more than an average class size (approximately 25).
- ❑ Schedule sufficient time to move and set up program materials from room to room between classes (5 - 10 minutes).
- ❑ Please allow sufficient travel time between schools, as necessary, to allow for loading and unloading our vehicle, and to navigate on unfamiliar roads.
- ❑ Provide a table in the front of each classroom for use by the outreach teachers.
- ❑ Nametags for participating students are very helpful for building rapport and classroom control during the presentation.



*Thank you for your cooperation.
We look forward to seeing you and your students soon.*