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.