

## Checklist for Mississippi Scholars

### Before presentations

- \_\_\_\_\_ Everyone on campus is aware of Mississippi Scholars presentations
- \_\_\_\_\_ Materials have been distributed to teachers who are involved with the presentations (teacher packet, student packets, student evaluations)
- \_\_\_\_\_ Teachers have previewed the teacher packet and are aware of their responsibilities during the presentations
- \_\_\_\_\_ LCD projectors are in classrooms where presentations will take place
- \_\_\_\_\_ Sign-in sheets for business presenters are in the office
- \_\_\_\_\_ Welcome signs have been made or are ready to post on marquee
- \_\_\_\_\_ Student greeters/escorts have been assigned
- \_\_\_\_\_ Lunch preparations have been made for presenter if presentation is broken up by lunch

### Day of presentations

- \_\_\_\_\_ Post welcoming signs on the front door or in the office (on the marquee?)
- \_\_\_\_\_ Make a morning announcement to students about guests on campus
- \_\_\_\_\_ Have the schedule of presentations available in the office and in the teachers' classrooms where presentations are taking place
- \_\_\_\_\_ Provide name tags for business presenters
- \_\_\_\_\_ Make sure student greeters are ready to escort presenters to classrooms
- \_\_\_\_\_ Check on lunch preparations for presenters if presentation is broken up by lunch

### After presentations

- \_\_\_\_\_ Collect teacher evaluations, student evaluations, and presenter evaluations.  
I will pick these up at the end of the day. If you're scheduled for 2 days of presentations, I'll get them after the second day.

**Note:** You may want to provide some refreshments and have a hospitality room available for the business guests.