



*Exploring the World of Science*

## **EVENT SUPERVISOR TO-DO LIST**

6:45 - 7:00 As students and parents arrive, please direct them to put their coats in their lockers, if they would like. Have them double-check their sheets to make sure they are at the correct room. As you register each team, please give each student a wristband to wear throughout the evening. Try to keep the students in the hallway until 7:00 p.m.

Please list the names and colors of the teams in your FIRST session (A) below:

1. \_\_\_\_\_ Team # \_\_\_\_\_
2. \_\_\_\_\_ Team # \_\_\_\_\_
3. \_\_\_\_\_ Team # \_\_\_\_\_
4. \_\_\_\_\_ Team # \_\_\_\_\_
5. \_\_\_\_\_ Team # \_\_\_\_\_
6. \_\_\_\_\_ Team # \_\_\_\_\_
7. \_\_\_\_\_ Team # \_\_\_\_\_
8. \_\_\_\_\_ Team # \_\_\_\_\_
9. \_\_\_\_\_ Team # \_\_\_\_\_

7:00 - 7:30 Session One -- The principal will make announcements over the loudspeaker to begin and end each session. Watch the clock and keep the events on schedule! If you find yourself with extra time, direct the students to a follow-up activity. Make sure teams don't leave anything behind! Clean up the area between challenges.

7:30 - 8:00 Session Two -- same as Session One.

8:00 - 8:30 Session Three -- At the end of the session, please pass out rewards (ribbons or awards) and congratulate parents and students on a job well done! Place any remaining event materials, your nametags, and THIS FORM in the labeled baskets in each room. If there's no basket, just leave everything on a desk and we'll pick it up.

Thank you!





