

MATH EVENT CHECKLIST

- Recruit a crew of volunteers who will set up and take down tables for the event and do any necessary clean-up
- Organize publicity for this event: About three weeks before the event, use class email lists and/or newsletters to advertise. Post signs around the school. Have a flyer ready to send home the day before the event. Be clear about who should attend. The recommendation is to limit this event to the students in a particular grade(s) with one parent each and to ask that siblings of any age not attend. Also invite additional adults who are interested in working with students whose parents are unable to attend. This is a learning event! You might want to have families pre-register so that you'll know how many people to expect.
- Consider whether you want to offer child-care and/or snacks. Make any necessary arrangements.
- Reserve space and arrange for equipment. A gym or cafeteria with large tables and chairs work well. You'll need a computer with projector for the PowerPoint, a large screen, and a microphone with along extension cord.
- Print packets of parent handouts (presenter will supply master copies).
- The night of the event: About a half-hour before, set up tables so everyone will have a good view of the screen (about four rows of tables, two or three deep, perpendicular to the stage seems to work well).
- The presenter should plan on bringing the following items to the event:
 - ✓ PowerPoint presentation on CD and/or thumb drive
 - ✓ packets of master documents for each classroom teacher, extras for principal, parent club
 - ✓ playing cards – one pack for each child
 - ✓ ten-frame cards in banded bundles – one set of each child
 - ✓ directions for Make-a-Ten Solitaire
 - ✓ Tic-Tac-Toe boards
 - ✓ beans (two colors) in bowls
 - ✓ scratch paper
 - ✓ pencils in baskets
- Equipment check: Make sure computer, projector, screen, and mike are ready to go.
- Put out supplies for the first half of the presentation: At each table set out:
 - ✓ four sets of rubber-banded set of ten-frame cards
 - ✓ four small papers with "Make a Ten Solitaire" directions
 - ✓ small stack of scratch paper
 - ✓ basket of pencils
- Entry table: Place sign-in sheets, pencils, and nametags on a table near the entry.
- Greet families as they arrive. Have them sign-in and direct them to the tables to begin playing Ten-Frames Solitaire.
- Have take home handouts ready to put out after the snack break.
- Finishing up: Have families fill out evaluation form and pick up handouts as they leave. Return all supplies to Math Presenter's Box. Put away tables, clean, etc.