



## **K-4 Programming Checklist**

### **Pre-Mission Day Checklist**

- \_\_\_\_\_ Obtain signatures for the Challenger Center Contract (included in your Confirmation Packet) and fax (423-425-2190) or mail the signed Contract back to the Challenger Center.
- \_\_\_\_\_ Confirm transportation arrangements.
- \_\_\_\_\_ Ensure that parents have copies of the directions and are aware of where to park on the UTC campus.
- \_\_\_\_\_ Call the Program Coordinator (423-425-2191) if you have any special needs or physically challenged students.
- \_\_\_\_\_ If needed, inquire about the availability of dining facilities.
- \_\_\_\_\_ Complete several pre-mission activities (found on the Mission Prep CD that will be mailed to the lead teacher) with your students.
- \_\_\_\_\_ Divide your students into groups. The number of groups that your students will be divided into is based on the length of your programming. Take the number of programming hours that you've scheduled and increase that number by one to determine the number of groups/rotations that you'll need. Please be sure to inform students of their assignments before mission day.

### **Mission Day Checklist**

- \_\_\_\_\_ Plan to arrive 5 to 15 minutes prior to your scheduled mission time.
- \_\_\_\_\_ Bring the following materials with you:
  - \_\_\_\_\_ Payment (The balance on your invoice must be paid in full before the mission begins.)
  - \_\_\_\_\_ Driving directions & a map to the Challenger Center (enclosed in your Confirmation Packet)
  - \_\_\_\_\_ Cameras, if you wish.
  - \_\_\_\_\_ An excited crew of Mission Specialists!