



Mission Checklist

Pre-Mission 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.
- _____ 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.
- _____ Prepare a Crew Manifest (found on the Mission Prep CD) and assign each student to a role. Fax the completed Manifest to the Challenger Center (423-425-2190) before the day of your mission. 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:
 - _____ 4 copies of your completed Crew Manifest(s)
 - _____ 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!