



New Hampshire Scholars

School Coordinator Planning Checklist



Before Presentation

- _____ School liaison has set up Classroom Presentation schedule with Business Contact (sample template provided).
- _____ Faculty and staff are aware of the New Hampshire Scholars presentations.
- _____ Packets have been distributed to participating classroom teachers.
- _____ Teachers have previewed the teacher information and are aware of their responsibilities during the presentations.
- _____ Principals, counselors and teachers have received the Classroom Information & Presentation Schedule.
- _____ Sign-in sheets for business presenters are in the front office.
- _____ Name tags are available for presenters.
- _____ Student greeters/escorts have been assigned.
- _____ School liaison will determine equipment needs in each participating classroom.

Day of Presentation

- _____ Welcome signs have been posted on the front door or in the office and/or on marquee.
- _____ Parking spaces have been reserved if possible.
- _____ A morning announcement has been made to students about guests in the school.
- _____ The Classroom Information & Presentation Schedule is in the front office and in the participating classrooms.
- _____ Student greeters are available to escort presenters to classrooms.
- _____ Preparations for any refreshments for presenters have been made. (If possible invite presenters to lunch with faculty and/or students).

After Presentation

- _____ Collect teacher and student evaluations. Return to: Scott Power, State Director
New Hampshire Scholars Program
3 Barrell Court, Suite 100
Concord, NH 03301-8543
Phone: 603.225.4199 x300 Fax: 603.225.8108
spower@nhcuc.org
- _____ Be sure to thank your presenters.

