



Mind Quest 21tm

Classroom 21

Student Team Presentation Checklist.

You or students use this checklist to make sure that everything is ready for the students' presentations. The "readiness is all."

Project: _____

Presentation Date(s): _____

Students on the Team: _____

- Presentation schedule with times and clock
- Guests invited (One month prior: _____)
- Guest rubrics and/or feedback sheets ready
- Guest role clarified and procedures set.
- Presentation equipment set up and tested
- Room arranged for presentations
- Materials ready to hand out.
- Team Prep double-checked with roles and responsibilities.

Name _____ Jobs _____

Name _____ Jobs _____

Name _____ Jobs _____

- Self-Assessment Sheets ready
- Other _____

Comments: