

Presenter Daily Operations Checklist

BEFORE YOU LEAVE HOME

- Double-check your schedule in the TPET booking system
 - Look for special notes (e.g. French request, parking, allergies, split classes)
 - Confirm program type, time, grade level, and school address
- Map out your route using Google Maps
 - Check for potential traffic delays (e.g. construction, collisions)
 - Give yourself EXTRA time for unexpected circumstances (eg. parking, booking logistics, etc.)
- Ensure your supplies are packed and complete **the night before**
 - Program bins and any extra materials
 - Technology needs (e.g. VR headsets, robots, chargers, batteries, speakers)
- Dress professionally
- Bring indoor shoes and a water bottle
 - Please refrain from bringing other beverages into classrooms
- Bring your Presenter binder/folder
 - Includes Extra Materials Pricing, Monthly Count Form, and other important documents

ON ARRIVAL AT SCHOOL

- Arrive 20–30 minutes early
- Park in visitor parking (check booking notes)
- Sign in at the front office as a visitor
- Locate the classroom or designated program space
- Greet and check in with the teacher
 - Confirm the schedule (e.g. early dismissal, breaks)
 - Confirm number of volunteers
 - Ask about specific teacher or student needs (e.g. room setup, ELL, allergies, support needs, Land Acknowledgment)

SETTING UP

- Organize and lay out all program materials
- Set up presenter and station areas as per Presenter Plans
- Welcome and guide parent volunteers
 - Give them time to review station instructions
 - Answer any questions and assign roles
 - Depending on the program, invite them to help with setup
- Prepare technology or visuals
 - Log into the Presenter site to load videos/slides
 - If tech isn't available, prep document camera/posters as alternatives



DURING THE PROGRAM

- Welcome students and introduce yourself
- Follow the Presenter Plans and maintain pacing
 - Be energetic, positive, and engaging
 - Adapt as needed (e.g. time constraints, class size, volunteer availability)
- Use hands-on materials and visuals effectively
- Check in with the teacher during the program
- Thank the volunteers, the teacher, and students for having you

AFTER THE PROGRAM

- Facilitate a quick cleanup with help from students/parents
- Sign out of all TPET accounts and close any program-related windows on the teacher's computer (if applicable)
- Confirm total number of student participants
- Have the teacher sign the Monthly Count Form
- Thank the teacher and ask if they have any feedback
- Ask if the teacher would like extra materials left behind for absent students
 - Refer to the Extra Materials Pricing List to inform them of the cost
- If fewer than 15 students are present:
 - Offer to leave materials for up to the 15-student minimum at no additional charge
- Pack up carefully
 - Double-check that you've collected all materials
 - Make note of any supplies to replenish
- Sign out at the office
- Complete and submit the automated Student Count Form immediately once you're back in your vehicle

IF YOU HAVE ANOTHER PROGRAM THAT DAY

- Repeat the entire process for your next school

END OF DAY – ARRIVAL AT HOME

- Unload and restock your program kits
 - Replenish supplies for up to 70 students
 - Sanitize reusable items if needed
 - Air out damp items (e.g. cloths, soapstone bins)
 - Recharge technology if applicable (e.g. VR headsets, robots, batteries)
- Add any low items to your supply order list
- Review your schedule for the next day
- Ensure all bins are restocked and ready to go

Enjoy your evening—you've earned it!



WEEK-TO-WEEK CHECKLIST

Review bookings one week in advance

- Check for special notes or requirements for upcoming programs (e.g. French language requests, program modifications, unique materials, school-specific instructions)
- Ensure you have the kit and all materials/supplies

