



## School Checklist for the Young Storytellers Program Spring 2012

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- Return SIGNED Parent Release Forms to Head Mentor on or before the First Session **Please Note:** *All students must have releases on the first day or they may not participate.*
- Compile list of students participating in the program as well as their teacher names and room number – please distribute to the Head Mentor on or before the First Session
- Reserve a room for the students to meet their mentors every week – please attempt to use the same room for all seven sessions
- Contact the Head Mentor the morning of each session (by 11AM) and report any student absences
- Distribute Save-the-Date's and Invitations to the BIG SHOW to parents, students, and faculty
- Contact the parents of participating students via phone and encourage them to attend the BIG SHOW
- Publicize the BIG SHOW in the School Newsletter, PTA Pamphlet, and on the school's Outside Event Sign...we want FULL HOUSES!
- Reserve the auditorium for the day or night of the BIG SHOW. Please provide access to a microphone, ten chairs on stage for the actors, and at least fifty chairs for the audience.