**Math Night Set-up List**

**Please initial what you are working on. Thank you!**

|  |  |
| --- | --- |
| **Sign-in** | |
| Sign-in | Put on lanyard |

|  |  |
| --- | --- |
| **Tables** | |
| Registration Table | Resources/Prize Table |
| Refreshment Table | Setup table-put all bins on side table |

|  |  |
| --- | --- |
| **Adult Room Set-up** | |
| Marker Board/Chart Paper; set markers near | Microphone |
| Table cloths | Computer |
| Document Camera/overhead | Connect to web resources page  www.mapsfoundation.com |
| Hang arrow signs | Facilitator(s)-prepare for lesson |
| Table supply items list for session \_\_\_\_:  (see material grid in binder) | |

|  |  |
| --- | --- |
| **Childcare** | |
| Hang signs to childcare and on childcare doors | PreK room: toys/games |
| Childcare Manipulatives/games | Handouts |
| Instructors practice activities | Instructors in rooms 15 min. before start |

*Updated 8/31/17*