



## FARM DAY EXPERIENCE GUIDE CHECKLIST

**Review** your class schedule (the RED scarf is required to identify persons authorized to attend) **ALL GUIDES ARE REQUIRED TO TAKE A KEY GUIDE TOUR**--afterwards you should finalize your plan for guiding your class to the two timed events and to as many Static presentations as possible. **NOTE:the timing is TIGHT--please "watch the watch".**

☀ **New item--STATIC CHECK LIST**--we need guides to be sure their classes see as much variety in presentations as possible, ie NOT just animals--and, this will help us plan future events. Turn the sheet in at lunch with your evaluation. Thanks!

**Check in at the BUS CHECK IN TABLE 10 minutes BEFORE** your class arrival--they sometimes arrive early (or late) and you must be available!

**STAY IN THE AREA** and **LISTEN CAREFULLY** for your class & name to be called; let dispatcher know you have heard them and are meeting the class.

**Greeting/Welcome:** Meet the arriving class, then move them aside to a less congested area, welcome them & introduce yourself. Tell them to **ALWAYS** follow behind you. Hold your clipboard in the air as you walk so they can see it. Teacher should have a head count & assign chaperones to kids. If necessary, ask the teacher who will translate. Establish a routine and advise each presenter of your language needs. For safety, students must stay with group at all times. The **TEACHER IS NOT TO LEAVE THE CLASS**. Students should not climb on equipment or pet animals unless the presenter authorizes it.

**CELL PHONES TURNED OFF** (vibrate only)-**PLEASE DO NOT TALK ON CELL PHONES!**

**Restroom:** Discuss this with teachers/chaperones privately (or else all students will suddenly "have to go") If a student has to go to the restroom a chaperone **MUST** accompany them. Note: **ONLY PORTABLE BATHROOMS ARE TO BE USED.**

**Nurse** If a nurse is needed, contact the closest coordinator.

**Color Area:** Do not walk through other color areas. Know the designated entrance/exit for your Color area. Arrive **ON TIME**-- Check in with your Color Coordinator and follow their instructions. **DO NOT** leave your color area until all presentations are completed.

**Animal Presentation:** Each class is scheduled for one animal presentation. Know the location & time as indicated on your class sheet. **DO NOT** confuse the "Scheduled Animal Presentations" (these marked with signs) with the regular "Static" animals that may be in the same area.

**Static area:** There are coordinators to assist your movement through the static area. Each presentation is 3-5 minutes. **DO NOT LINGER**--everyone needs a chance. **DO NOT CUT IN FRONT OF WAITING CLASSES.** See as much variety as possible.

**Departure:** Walk class to designated departure area. Please arrive on time or 3-5 minutes early (but **NOT** later). Notify the Transportation Coordinator & follow their instructions.

**DISPLAY CLASS ID CARD. STAY WITH THEM UNTIL THEY ARE ON THE BUS!**  
Return your evaluation & Static check list at the lunch area and then enjoy a great BBQ lunch. **THANK YOU!!!! We could not do this without you!**