

# TEACHER/CLASS ARRANGEMENTS

Date of Class \_\_\_\_\_ Duration \_\_\_\_\_  
Topic \_\_\_\_\_  
Venue \_\_\_\_\_

## Venue Arrangements: (tick)

- Need key to get in
- Need to arrange childcare
- Need clean-up person
- Need transport arrangements
- Need chairs arranged
- Need to arrange food for meals
- Need windows covered
- Need heater for warmth
- Need toilet paper & soap

## Need Equipment:

- Overhead projector
- Chalkboard & chalk
- Large sheets of paper
- Marker Pens
- Other

## Advertising:

- Newspapers
- Posters
- Flyers

# CLASS TIME ARRANGEMENTS

- Teaching aids
- Name tags
- Overhead transparencies
- Skit arrangements
- Prizes
- Game materials:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Guest Speakers:  
\_\_\_\_\_  
\_\_\_\_\_

- Interpreter – language
- Flip charts
- Chalkboard drawings & chalk
- Student handout notes:  
How many \_\_\_\_\_
- Handout AIDS books:  
How many \_\_\_\_\_
- Money for class materials:  
How much \_\_\_\_\_

Name of Teacher: \_\_\_\_\_