

# CHALLENGER LEARNING CENTER

## MISSION CHECKLIST

This checklist is designed as a guideline for your classroom mission preparation.

### 4 - 6 weeks before mission:

- \_\_\_\_\_ 1. Make transportation and lunch arrangements with your school personnel.
- \_\_\_\_\_ 2. Begin mission training with your astronauts. See *\*suggested implementation schedule*.

### 2 - 4 weeks before mission:

- \_\_\_\_\_ 3. Send copies of *\*photo/video release forms* home with your astronauts.
- \_\_\_\_\_ 4. Fax *\*special needs form* to the Challenger Learning Center.

### 1 week before mission:

- \_\_\_\_\_ 5. Confirm transportation and lunch arrangements with your school personnel.
- \_\_\_\_\_ 6. Assign your astronauts to one of the eight teams on manifest.
- \_\_\_\_\_ 7. Complete the *\*crew manifest*.

### On mission day:

- \_\_\_\_\_ 8. Plan to **arrive on time** for your mission(s).
- \_\_\_\_\_ 9. Bring the following materials with you:
  - \_\_\_\_\_ Four (4) copies of your completed crew manifest (first & last names please)
  - \_\_\_\_\_ Driving directions and map to the CLC, *\*facility information sheet*
  - \_\_\_\_\_ Signed photo/video permission forms
  - \_\_\_\_\_ Mission patch design, 1 per mission
  - \_\_\_\_\_ Gift store pre-orders (optional)
  - \_\_\_\_\_ AN EXCITED CREW OF ASTRONAUTS!

\* FOUND AT CLCPADUCAH.ORG, UNDER MISSION DAY FORMS

