

MISSION CHECKLIST

This checklist was 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. Schedule Flight Director's school visit, if desired.
- _____ 3. Complete a minimum of 20 hours of training with your astronauts.

2 - 4 weeks before mission:

- _____ 4. Send copies of photo/video permission forms home with your astronauts.
- _____ 5. Fax **Special Needs Form** to the Learning Center.

1 week before mission:

- _____ 6. Confirm transportation and lunch arrangements with your school personnel.
- _____ 7. Assign your astronauts to one of the eight teams on manifest.
(Be sure to inform students of team assignment **before** mission day.)
- _____ 8. Complete the Crew Manifest sheet (CLC website - left column, click on Mission Day Forms).
Students should be divided equally into Mission Control & Space Station groups.

On mission day:

- _____ 9. Plan to **arrive on time** for your mission(s).
- _____ 10. Bring the following materials with you:
 - _____ Four (4) copies of your completed Crew Manifest (students first & last names please)
 - _____ Driving directions and map to the Learning Center
 - _____ Signed Photo/Video permission forms
 - _____ Mission Patch design (1) per mission
 - _____ An excited crew of Mission Specialists!

