

Teacher's Pre-Simulation Checklist

As you prepare to bring your class to JA BizTown, use this checklist to ensure that all necessary information and materials accompany you on the day of your visit.

1. ___ All completed business paperwork found in the BizPrep packet for each business.
 - a. Please note that if you choose to staple these items together for each business, **please keep the CEO speech separate from the rest of the packet.** The CEO will need their speech, while the CFO will need everything else.
2. ___ Student personal checkbooks (if your group opted to use checkbooks).
3. ___ Sack lunch for all students.
4. ___ Unused, unmarked student curriculum materials (workbooks and/or checkbooks)
 - a. If you are planning to return to JA BizTown next year, you do not need to return your teacher guide!