



Inviting a Guest Checklist

Before the Presentation -- The Guest

- _____ Obtain permission from school administrators to conduct interviews and have them sign appropriate forms.
- _____ Locate guest by contacting your nearest cultural agency or regional folklorist, using Internet resources, or personal contacts.
- _____ Locate the contact number and biographical information of the guest.
- _____ Call the guest, and ask whether he/she would come to your classroom to be interviewed by your students. Tell her/him how many classes, what grade, how many students per class, and how long they would need to be there. Discuss whether you want the guest to also demonstrate or perform and what that will involve. Give her/him the date or dates you would like them to come.
- _____ If they are demonstrating a craft, be sure to ask what they will bring, how much space they will need, and what the demonstration will involve. For example, a woodworker may assume that since you are asking about making cedar shingles that you know that it is quite messy, cedar kills the grass, he will be bringing a good-sized workbench, and it will take a while to clean up afterwards!
- _____ When you have agreed on a date, discuss your unit with the guest and clarify the objectives of your class. Ask if these meet with the type of presentation and offer to send a list of objectives.
- _____ Ask for any written materials that need to be sent in advance and copied.
- _____ Call the guest on the day you start your unit to confirm and get his/her list of needs (chair, table, etc.)
- _____ Give a courtesy call the day before the presentation as a reminder for both of you and to confirm technical arrangements and content. Leave a message, if necessary.

Before the Presentation -- The Students

- _____ Explain interviewing tasks to students and assign roles, if useful: Interviewer, Notetaker, Photographer, Video Recorder, Audio Operator/Logger, Illustrator.
- _____ Send "**Letter to Parents and Caregivers**" to get permission.
- _____ Introduce students to content material.
- _____ Have students prepare questions in advance based on content material.

On the Day of the Presentation

- _____ Have a student meet the guest at the door to help carry things and escort him/her to class.
- _____ Set up room for visit. If using recorders and cameras, have them in place with backup supplies: batteries, memory cards, etc.
- _____ Give guest time to set up before asking questions.
- _____ Have permission forms photocopied and ready for guest to sign.
- _____ Conduct the interview with class.
- _____ Begin with biographical information to break the ice. Use **Folklife Survey Form**.
- _____ Have students take notes, writing down names, places, dates, spellings of unusual words, and impressions. Use notetaking strategies you have previously taught in class.
- _____ Encourage open-ended questions, as well as fact-based ones.

After the Presentation

- _____ Follow up the visit with a thank-you note written by a student, and copies of any student work or photographs generated by the presentation.
- _____ Process fieldwork: archiving; transcribing; processing photos; interpreting.
- _____ Conduct follow-up activities and assessments that not only measure students' comprehension of facts, but also encourage their interpretation of events.