

[insert name of event]

Greetings 5th grade teachers!

We are excited to host your classroom at the [insert name of water festival] held on [insert date] at [insert location] from [insert time range].



Please complete the checklist below prior to the event:

- _____ Your transportation has been approved by the Board of Education.
- _____ Your bus knows where the event is held, where to drop you off at, and that they can arrive between 8:30-8:55 a.m.—**please don't be late for your 1st station which begins at [insert time].**
- _____ Notify your cafeteria about the event and label lunch boxes/bins/coolers with your school name.
- _____ Your students are aware that this is an outside event and will dress for the weather.
- _____ **You have reviewed all of the pages in this information packet.** Including the maps, schedule, and WV Water Festival Curriculum.
Note: Classrooms are broken into smaller groups.
- _____ **You are ready to get out of the classroom and your students are ready to have some fun learning about water!**

COVID NOTE: *In an effort to keep our presenters, organizers, teachers, and students safe we ask that everyone wear a mask, hand sanitize (provided) between each station, and utilize the outdoor area by spacing out when possible.*

If you have any questions please contact the following event organizers:

- [insert logo, name, phone number, email]
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