SYP PREPARATION: Preliminary Room Set-up

**STOOLS (1/TEAM + 1/INSTRUCTOR) - Students must share stools cooperatively!**

**BENCH TOPS (MICRO, PAPER TOWELS, SAND, SPONGES)**
- Make sure there are adequate supplies of each
- Straighten/organize

**BULLETIN BOARDS**
- Syllabus
- Lab Schedule
- Itinerary?
- Demo Schedule?
- Poster: Electromagnetic Spectrum/Spectroscopy

**MISCELLANEOUS**
- Goggles, Visor-Gog (1/stu + 1/instructor) - clean w/ Lysol disinfectant before each program.
- Raffle tickets & "golden" bucket
  - Use tickets to encourage/promote cooperation in lab
  - Tickets (duplicate) - Note that each of the duplicates have the same number.
    - Award one of the (duplicate set of) tickets to students throughout the week to encourage/promote cooperation/positive behavior.
    - Place the other half of the duplicate ticket in the golden bucket. These will be drawn at the end of the week and a variety of great (science-related) prizes awarded.
- Cart (leave in prep area)
- Keys (leave w/ Mon. A.M. prep person. GTA can deliver to afternoon person)
- Student Hand-outs - include the following (along w/ master):
  - Introduction quiz?
  - Intro Questionnaire
  - Check-in Certificates - complete w. drawer nos., lock nos., and combinations.
  - Extra Graph Paper
  - Adoption Certificates - enclose a fine point sharpie for completion.
- Books containing element information.
- Student Demo binder