



MISSION PREPARATION CHECKLIST

BEFORE YOUR MISSION

1. _____ Schedule a Teacher Training Workshop.
2. _____ Attend Teacher Training Workshop. Materials you need to prepare your students will be handed out and described in this workshop.
3. _____ Complete the nine mission preparation activities found in the Section II of the Teachers Training Manual.
4. _____ Assign your students to the various teams in Mission Control and Space Craft. Team members should be equally divided into a Mission Control Group and a Spacecraft Group.
5. _____ Complete the Crew Manifest sheet provided in the Teachers Training Manual. Please pay particular attention to the stations that have unequal team members. **BRING TWO COPIES OF THE CREW MANIFEST WITH YOU ON THE DAY OF THE MISSION.**
6. _____ Confirm your transportation arrangements.
7. _____ **Be sure payment has been made in full (PO's are accepted) six weeks prior to mission date if possible.**

ON MISSION DAY

1. Plan to arrive 10-15 minutes prior to your scheduled mission time.
2. Bring the following materials with you on the day of your mission:
 - ◆ Your Mission Confirmation Sheet (enclosed)
 - ◆ Your complete Crew Manifest (enclosed)
 - ◆ Copies of the map and directions to the Challenger Space Center
 - ◆ An excited crews of Mission Specialists who realize that they are going to have fun on their mission and are prepared for an exciting learning experience