



Prepare your students for **Building Colorado: Cities** *Recommended for Fourth Grade*

Before the Presentation

- 1) **Divide students into 8 groups of 2-3 students each.**
 - a. If your student numbers do not divide equally, 6-8 groups will work fine.
 - b. Please have the groups sit together at desks with the surfaces cleared. If students are not in their groups and **seated together** at the presentation start time, this will take up game time.
- 2) Visit our [Teacher Resources](#) page and have your students review the Pre-Lesson Vocabulary.
- 3) **Set-up smart board or projector and computer.**
 - a. We will need to use your technology (computer & projection equipment) to present a Prezi presentation during the program (no audio is needed). We will need access to the internet (Google Chrome works best).

During the Presentation:

- **Teacher participation** enhances the game in every way. You can help out by becoming a “banker” and helping to distribute resources (game pieces). Staff will explain.
- Building Colorado instructors may need assistance with monitoring and adjusting class behavior. Staff are unfamiliar with your students’ backgrounds and disciplinary protocols, therefore **teachers must remain in the classroom for the duration of the program.**
- Here are also points during the game where students will be working in small groups to solve a problem and might benefit from additional focused attention. In addition to a teacher, the Building Colorado presentation is a great day to have a classroom volunteer or parent who can help facilitate additional learning.

Payment

Payment can be made via check or credit card. Please call (303) 277-8717 during business hours with questions regarding payment or to pay over the phone via credit card. Please review your invoice for additional information.

- A 25% non-refundable deposit is required within 30 days of receiving your invoice to hold your reservation. Programs scheduled within 30 days of booking do not require a deposit.
- Final payment is due 30 days prior to your scheduled program.

Refunds or Cancellations

- If a program is cancelled less than 30 days prior to your scheduled program, the museum will refund the final payment minus the 25% deposit. The museum will work with you to reschedule if there are open options on our outreach calendar for the current school year.
- If a program is cancelled due to inclement weather, the museum will work with the school to reschedule to another open date on our outreach calendar for the current school year.