

Teacher Pre-Visit (Simulation) Checklist

As you prepare to bring your class to *JA BizTown*®, **use this checklist** to assure that all necessary paperwork and materials accompany you on the day of your visit.

- All **completed** business paperwork found in the BizPrep Envelopes for **each** business your students are operating. (Bring these envelopes with you.) This necessary paperwork **must** include:

- _____ Business Costs Sheet (**Check addition** for correct Business Loan Amount)
- _____ Business Loan Application
- _____ Newspaper Advertisement
- _____ Radio Advertisement
- _____ Television Advertisement
- _____ Web Page Advertisement
- _____ Philanthropy Pledge Sheet

- Students Personal Checkbooks** - The following **must** be completed at school:

- _____ First deposit ticket completed with **Net Pay** listed, **minus** \$2.00 for cash
- _____ First deposit entry (**Net Deposit**) recorded in their checkbook register
- _____ Name and account number written on their checkbook cover, on each personal check and on each personal deposit ticket

- Name Tags:** Prepare one for each student with **first names** only
NOTE: Place an asterisk by the student's name if they **cannot** be photographed

- "Friendly Letters"** (See "*Business Management*" Unit, Pg. 66 & Visit Info Tab, Pg. 11)