



## Checklist for Your Planning

### Phase I/III "Prep"

- Connect with Challenger Learning Center of Maine
- Complete online **Mission Registration form**  
Complete additional online forms, if applicable : teacher workshop  
signup, scholarship application

### Phase II/III "Planning"

- Receive **Initial Confirmation email** from The Challenger Team
- Arrange transportation (plan to arrive 10-15 minutes prior to start time)
- Receive mailed paper **Teacher Packet** from The Challenger Team  
Expect packet to arrive 6-8 weeks prior to scheduled mission or program
- Send home documents (optional)
  - Parent Letter
  - Photo Consent Form
  - Gift Shop Order Form
- Complete classroom preparations
  - Crew Manifest
  - Pre-mission activities (in Teacher Packet and at astronaut.org)
- Distribute adult documents
  - Mission Day Guides
  - Agenda of Visit

### Phase III/III "Finalization"

- Receive **Final Confirmation email** from The Challenger Team  
Expect email to arrive 1-2 weeks prior to scheduled mission or program
- Compile mission day materials
  - Directions if needed
  - Completed Crew Manifest
  - Signed Photo Consent forms
  - Mission Patch (optional)
  - Gift Shop Order Form and payment (optional)