

Content Provider Note-Taking Guide

Date of demo: _____

Name of provider: _____

Location of provider: _____

Time zone: _____

Name of presenter: _____

Contact information: _____

Website: _____

Curricular area and grade levels: _____

Cost of programs and/or discounts: _____

What is the cancellation policy? _____

Length of programs: _____

NOTE: If the program is for K-1 and is longer than 30 minutes, ask if the provider two different classes can attend. (i.e., instead of one class attending for 45 minutes, can two classes attend for about 20 minutes each)

Are there pre and post activities? _____

What materials are required for the event? _____

How do teachers get the materials? _____

Aligned to state or national standards: _____

Types of interactions with students: _____

How many classes will be connected during the event? _____

How many students can attend each session? _____

Describe presentation: _____

Can the program be adapted or modified? _____

How much lead time for scheduling? _____

Type of connections: ___IP ___ISDN ___TETN

Is videotaping allowed? ___Yes ___No