### My American Farm Elementary Classroom Visit Timeline

<table>
<thead>
<tr>
<th>Prior to Visit</th>
<th>Task Description</th>
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<tbody>
<tr>
<td><strong>1 MONTH PRIOR:</strong></td>
<td>Identify member(s) who will teach the lesson.</td>
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<td><strong>4 WEEKS PRIOR:</strong></td>
<td>Identify elementary class(es) to approach about a visit. Send provided letters to identified teacher(s).</td>
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<td><strong>2 WEEKS PRIOR:</strong></td>
<td>Use reply from teacher(s) to complete pre-visit planning form. Gather necessary supplies and continue to practice the lesson. Do a practice run in front of others!</td>
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<tr>
<td><strong>1 WEEK PRIOR:</strong></td>
<td>Confirm details with classroom teacher. Double check classroom numbers and A/V equipment availability.</td>
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<tr>
<td><strong>30 MINUTES PRIOR:</strong></td>
<td>Arrive on site and check A/V equipment. Prepare any necessary supplies and set up for the visit.</td>
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<tr>
<td><strong>SHOW TIME!</strong></td>
<td>Have fun engaging students in learning about agriculture! Leave students with take-home gift and info about My American Farm!</td>
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