



YOU CAN LIVE HISTORY!

History Education and Re-enactment Movie Productions



YCLH TEACHER TIMELINE AND CHECKLIST

This checklist will help you keep track of critical dates and action steps to ensure for a successful battle reenactment. Dates are listed in terms of being prior to the day of battle.

3 Months Prior

- Return a signed contract via email, fax, or US mail to Darrell Osburn at YCLH. Contact information available on the YCLH website.
- Pay deposit of 25% of the fees due to YCLH. Payment should be in form of a check made to “You Can Live History” or by school credit card.

2 Months Prior

- Schedule training days for the students.
- Consult with YCLH to secure an appropriate battlefield. See “Obtaining a Suitable YCLH Battlefield” on the Prep docs page of the YCLH website.
- Decide on a battle with Darrell Osburn.
- Send home permission slips and YCLH Student Contracts to be signed by parents.
- Order school buses if needed.

1 Month Prior

- Begin teaching the period of the battle if you haven’t started yet to provide historical context for the event.
- Inform appropriate school staff (ie. cafeteria, front office, social worker, etc.) that the students will be out for the day of the battle.
- Arrange for a medical person to be on site for the battle.
- Assign students to roles for the battle.
- Inform Darrell Osburn if there are any special needs students.
- Optional: Contact media outlets to cover the battle.
- Order portable toilets if needed.

2 Weeks Prior

- YCLH outfitting and training days generally happen at this time.
- Secure a storage area for the uniforms and equipment at the school.
- Recruit parent volunteers: 4 parents to help issue equipment, 4 parents for recovering uniforms and equipment, and for parents for supervising site cleanup.
- Send home “YCLH Parent Guide” found on the Prep Docs page on the YCLH website.



YOU CAN LIVE HISTORY!



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- Inform students that self-tinting glasses will need to be off during close-ups at the battle if at all possible. (Soldiers at this time did not have sunglasses and we try to make the battle look as authentic as possible.)
- Submit a check request form per your school's procedure.
- Have each student bring in a large garbage bag for storing the uniform. Label the bags with their names.
- Print and distribute the YCLH DVD Order Form, located on the Prep Docs page

1 Week Prior

- Collect all remaining permission slips and YCLH Student Contracts. Keep these in a large envelope to deliver to the YCLH staff on the day of battle.
- Practice drills at the school, giving student officers the opportunity to lead their troops.
- Prepare a list of all students, teachers, school staff, parent volunteers involved with the battle reenactment.
- Make flour cartridges for the battle. See "Directions for Making YCLH Cartridges" on the Prep Docs page on the YCLH website.
- Confirm the school bus schedule if needed.
- Confirm with local media if they intend to cover the battle.
- Send list via email of students, teachers, involved school staff, and volunteers to Darrell Osburn at darrell@youcanlivehistory.com. Provide any details about the person's role that you would like to appear in the movie credits.

1 Day Prior

- Review the YCLH Student Contracts with the students.
- Verify that each student understands his/her role.
- Verify that each student has a complete uniform.
- Pick up the check for YCLH.
- Review the Day of Battle Checklist
- If portable toilets are needed, confirm their delivery.

Day of Battle

- Parent volunteers for setup should report to the battlefield one hour prior to the students' arrival.
- Student lunches and water
- First Aid kit
- Sunscreen
- Medications for students
- Check payment for YCLH
- YCLH Student Contracts in a large envelope to deliver to the YCLH staff.



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- Check the classroom for uniforms, flags, and equipment to bring to the battlefield.

During Lunch Break

- Students should keep their uniform and equipment with them at all times.
- Meet with students to check in about how it is going.
- Encourage students to drink water and put on additional sunscreen.
- Confirm with parent volunteers who are helping with break down and cleanup after the battle.
- Check that students' uniforms are ready for filing after lunch.
- Students that have lost equipment should check with the YCLH staff.

After the Battle

- Ensure that the battlefield is cleaned up by the students.
- Assist with having students line up to turn in uniforms and equipment.
- Fill out the "YCLH Teacher Evaluation Form."