

Checklist for Overhead Projector Transparencies and Boards

Overhead Projector Transparencies

- _____ 1. Does the equipment work?
- _____ 2. Do you have a spare bulb or know where to get one?
- _____ 3. Do you need an extension cord? Do you have one or know where to easily get one?
- _____ 4. Have you located the electrical outlet? Does it work?
- _____ 5. Are your transparencies in order and ready for use?
- _____ 6. Do you have proper markers for transparencies?
- _____ 7. Do you have blank transparencies to write on?

Boards

- _____ 1. Do you have chalk and erasers for the blackboard?
- _____ 2. Do you have markers specifically for white boards?
- _____ 3. Do you have a whiteboard cleaner and/or eraser?
- _____ 4. Do you have the material or know the material you want to write on the board?