

TIME**	ACTIVITY
9:30-9:45	<p>Welcome & Orientation (Led by EC Staff) Students are given overview of the day as well as information to get their businesses started. City Laws are read, payroll sheets are collected and an overview of paperwork is given.</p>
9:45-11:00	<p>Students work in shops setting up their businesses Shop owners must take out business loan from Credit Union and fill out a 'Morning Presentation Guide'. Accountants must begin inputting information into the computer system. Materials must be bought from distribution center and workers begin their prep work (data entry, production design, business to business sales).</p>
11:00-11:15	<p>Morning Presentation (Led by EC Staff) Each business owner will give presentation to the group in an effort to pitch their business using the 'Morning Presentation Guide'</p>
11:15-11:25	<p>Team Meeting I (Led by Volunteer in each shop) This is a meeting to get everyone ready for the 1st retail and lunch break. Prices should be set on items, and a game plan should be put in place. Also, be sure everyone knows which lunch break they are taking, as well as their responsibilities when they are not on break.</p>
11:25-11:45	<p>Lunch Break 1 (Red Nametags) Students will have received their 1st paycheck; they will deposit this at the Credit Union and receive \$2 cash back. They will then eat lunch and be able to shop within the city if they so choose.</p>
11:45-12:05	<p>Lunch Break 2 (Blue Nametags) Same as Red Break</p>
12:05-12:25	<p>Lunch Break 3 (Green Nametags) Same as Red Break</p>

12:25-12:35	<p>Team Meeting II (Led by Volunteer in each shop) This is time for each business to review the mornings activities, see how they are doing financially (sales, production, loan payments), and prepare for the 2nd round of retail breaks.</p>
12:35-12:55	<p>Afternoon Retail Break 1 (Red) Similar to the 1st lunch breaks, students are able to shop the local businesses. The snack shop will be closed during afternoon breaks.</p>
12:55-1:15	<p>Afternoon Retail Break 2 (Blue) Same as break 1</p>
1:15-1:35	<p>Afternoon Retail Break 3 (Green) Same as break 1 <i>FINAL PAYMENTS should be made to bank by the end of this break.</i></p>
1:35-1:45	<p>Clean up & Final payment All payments should have been deposited to the bank by this point.</p>
1:45	<p>Closing Meeting (Led by EC Staff) Certificates are given out, raffles are drawn and closing remarks are given.</p>
2:05	<p>Departure Students are released, load busses and head back to school</p>

** Times may vary based on student arrival/departure. However the time allotted for each activity will most likely remain the same.