

**Student Arrival**

Please plan to be at JA BizTown 15 minutes prior to the students' arrival.

**Opening Orientation**  
(15 minutes)

Citizens will be seated outside their business listening to a JA Staff Member for morning announcements.

**Business Start Up**  
(55 minutes)

This time will include: 1<sup>st</sup> Staff Meeting led by the Volunteer, citizens reading yellow job instructions and starting their morning tasks.

**Opening Town Meeting**  
(20 minutes)

The Mayor will be inducted and each CEO will give a speech informing all citizens of the products/services they will provide.

**First Employee Work/Break Rotation**  
(90 minutes)

Each break (Red, Yellow, Green) will be 30 minutes. Citizens will make their deposit at the Bank and each lunch at the Restaurant.

**Second Staff Meeting**  
(10 minutes)

All citizens will return to their businesses for staff meeting 2 led by the Volunteer. Citizens will fill out their 2<sup>nd</sup> deposit ticket.

**Second Employee Work/Break Rotation**  
(75 minutes)

Each break (Red, Yellow, Green) will be 25 minutes. Citizens will be able to go shopping around town.

**Business Clean Up**  
(10 minutes)

All citizens will return to their businesses for clean up. Follow the Clean Up Directions posted in the business.

**Final Staff Meeting**  
(10 minutes)

Led by the Volunteer, this is a time to debrief the day's activities. Citizens will talk about what they learned and experienced.

**Closing Town Meeting**  
(15 minutes)

Several citizens will speak about the day's accomplishments and some awards will be presented.

**Dismissal**