



State Conference Checklist

Conference Registration

- ☐ Register for State Conference—Blue Panda—**December 19th**
 - ☐ Collect T-Shirt sizes for all attendees
- ☐ Pay registration fees
- ☐ Medical/Liability Release and Dress Code forms submitted

Travel Information through School

- ☐ PO Request for registration
- ☐ Trip Request submitted to school

Lodging (if needed)

- ☐ Book hotel
- ☐ Secure hotel payment
- ☐ Room assignments submitted to the hotel

Transportation

- ☐ Request bus
- ☐ Fuel Card Request

Administrative Task

- ☐ Secure Medical/Liability Forms
- ☐ Permission slip for travel
- ☐ Create schedule for travel
- ☐ Request Substitute
- ☐ Create Sub Notes
- ☐ Turn-in list of students attending to the office

Day of Competition

- ☐ Student Projects
 - ☐ Double check all students have necessary supplies
- ☐ Tool Box for project fixes
 - ☐ Stapler
 - ☐ Tape
 - ☐ Hot Glue Gun
 - ☐ Paper clips
 - ☐ Scissors
- ☐ Advisor Notebook
 - ☐ Emergency Contact Information
 - ☐ Medical forms signed
 - ☐ Signed permissions slips
 - ☐ Student competition schedules
 - ☐ Dress Code Compliance forms