Pre-Conference Checklist

REGISTRATION/HOTEL/TRANSPORTATION

☐ Register your chapter for the conference.

☐ Carefully review your registration to ensure that all members who are attending the conference have been registered for the correct competitive events.

☐ Book hotel rooms, if needed (it is best to do this as early as possible, especially for the National TSA Conference).

☐ Book transportation for your chapter (school bus, van, airline tickets, etc.).

☐ Determine the total cost of the trip (registration, transportation, hotel).

☐ Distribute trip information (including the total cost per member), appropriate permission slips, and release forms to parents.

☐ Collect money, permission slips, and release forms from members before departing for the conference.

☐ Arrange payments for registration, hotel, and transportation (according to school/system bookkeeping policies/procedures).

COMPETITIVE EVENTS

☐ Conduct LEAP training activities with the chapter (focused on the five practices of The Student Leadership Challenge®).

☐ Work with members to select their competitive events and thoroughly review their event guidelines, the TSA General Rules, and the LEAP guidelines with each member/team.

☐ Check the TSA website for competition updates and clarifications regularly prior to attending each conference.

☐ Encourage your chapter members to confirm they have met all the specifications in the Go/No Go checklist for each of their events, and completed the LEAP Report, to avoid disqualification.

☐ Submit any entries requiring pre-conference submission by the deadline stated in the event guidelines.

☐ Provide members with the national TSA dress code for the conference.