



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.

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