

## Checklist to Prepare for Fall Leadership Conference

- Set chapter deadlines for registration and payment
- Determine student cost to attend with your chapter, including registration fees, meals, travel, etc.
- Provide students with necessary conference information, including cost
- Send a letter to parents with event details
- Discuss dress code requirements with students
- Collect student payment before registration deadline
- Register all students, advisers, chaperones for the conference by the deadline
- Print e-mailed invoice and check, double-check, triple-check for accuracy
- Submit invoice to bookkeeper for payment
- Mail conference payment to Georgia FCCLA
- Follow the deadline checklist for all Fall Leadership Conference forms
- Review Fall Leadership Conference tentative agenda with attending members
- Ensure proper dress attire is packed with students before departure
- Ensure all Multiple Release Forms and Camp Permission Forms are properly completed, bring copies with you to Fall Leadership Conference in a large envelope with certification form (*Appendix B*) on the outside
- Have all attendees follow and like Georgia FCCLA on social media sites to receive conference updates and emergency information during the conference

## Fall Leadership Conference Deadline Checklist

Date	Deadline
August 28	Early Bird Registration Deadline
August 31	Regular Registration Deadline
September 5	<a href="#">Pin Design Submission Deadline</a>
September 5	<a href="#">T-shirt Design Submission Deadline</a>
September 5	Payment Postmark Deadline
September 12-13	Fall Leadership Conference

