**PLANNING Checklist for District Conventions**

Each TASC District has its own guidelines, constitutional requirements, etc. for meetings. This checklist is intended only to supplement your district policies and point out areas that should be considered. Each district should adapt this list and make it a living document that is updated at each event and given to those planning the next year’s events.

**FACILITIES**

\_\_\_\_\_ 1. Determine date, time, and location for conference. (Double check TASC dates to avoid conflict.) (Can you work with any nearby district(s) to piggy back events and share speaker expenses?)

\_\_\_\_\_ 2. Double check your budget for the event.

\_\_\_\_\_ 3. Contact location site for confirmation of date, time, rates, etc.

\_\_\_\_\_ 4. Sign appropriate paperwork regarding dates, costs, policies, etc. (See sample contract form if needed.)

\_\_\_\_\_ 5. Plan onsite visit to determine available facilities (# of rooms, size, AV options, etc.)

\_\_\_\_\_ 6. Assign rooms as needed according to developed program.

\_\_\_\_\_7. Maintain contact with location personal and reconfirm all plans one week prior to meeting.

\_\_\_\_\_8. Be sure you have a contract for the facility.

PROGRAM

\_\_\_\_\_ 1. Decide on goals and objectives for meeting.

\_\_\_\_\_ 2. Develop theme or meeting.

\_\_\_\_\_ 3. Plan agenda for business session if necessary.

\_\_\_\_\_ 4. Develop workshops and group presentations around goals/theme.

\_\_\_\_\_ 5. Select presenters, consultants, panelists, etc.

\_\_\_\_\_ 6. Plan for AV needs as determined by program and speaker. Be sure you know costs of AV at site. Communicate type of AV available to all speakers/presenters. Have a signed contract for AV.

\_\_\_\_\_ 7. Contract/invite speakers and ask for written confirmation. Get emergency contact information.

You can negotiate price, but have a signed contract regarding fee, travel, etc. (Travel inclusive is often good to have.

\_\_\_\_\_ 8. Plan meal function if required. Have a contract with the caterer. Check site policy regarding brining in food.

\_\_\_\_\_ 9. Plan soft drink/coffee breaks. Consider having milk and doughnuts for students who have been on a bus for a long time.

\_\_\_\_\_10. Consider inviting TASC Officer School student and the TASC Director to speak.

\_\_\_\_\_11. Prepare printed program.

\_\_\_\_\_ 12. Be sure student officers understand their role and are prepared.

\_\_\_\_\_ 13. Consider an advisor hospitality room.

\_\_\_\_\_ 14. Plan training for advisors. Be sure they meet and work together. The district president should arrange this. (Need new and experienced advisor training.)

\_\_\_\_\_ 15. Work closely with your presenter to ensure that you have the AV, signs, staging, etc. that is needed.

\_\_\_\_\_ 16. Have a plan for lunch.

\_\_\_\_\_ 17. Send people out with the same enthusiasm as when they arrived. Have music playing, etc.

REGISTRATION

\_\_\_\_\_ 1. Prepare printed registration materials. Have a clear, simple registration system. Give receipts for payment. Confirm number registered and cost per person to ensure check is correct. Keep copies of receipts. You will have to balance your books.

\_\_\_\_\_ 2. Consider permission forms to include travel, medical release, release for photographs, etc.

\_\_\_\_\_ 3. Have nametags and materials ready.

\_\_\_\_\_ 4. Establish procedures for payment and receipts.

\_\_\_\_\_5. Consider having music for students as they wait for the program to begin.

\_\_\_\_\_6. Have someone out with signs to show buses where to park. Have someone at the door to show the way as people arrive.

PUBLICITY

\_\_\_\_\_ 1. Send announcement of date, time, and location to schools and to TASC as soon as information is available.

\_\_\_\_\_ 2. Include details of registration fees, dress code, expectations of advisor, location map, schedule, etc. in letter of invitation to schools.

\_\_\_\_\_ 3. Determine any signs needed and prepare well in advance.

\_\_\_\_\_ 4. Provide contact information for questions (especially for new advisors).

\_\_\_\_\_ 5. Send a press release to newspapers and television stations before and after the program. Provide a press release for attendees to use.

\_\_\_\_\_ 6. Notify TASC office of date, time, and location well in advance of the event.

\_\_\_\_\_ 7. Update district web page.

SAFETY AND SECURITY

\_\_\_\_\_1. Ensure that the ISD security office/emergency personnel and/or security personnel and emergency preparedness personnel know you are there and have your contact information.

\_\_\_\_\_2. Ensure that all attendees have either a name badge, wrist band, or both.

\_\_\_\_\_3. Ensure that the coordinator can contact the advisor responsible for each school group.

\_\_\_\_\_4. Locate the safest place in case of inclement weather.

\_\_\_\_\_5. Be aware of safety/security plans for the site.

\_\_\_\_\_6. Advise attendees of exits, safety plans, etc.

\_\_\_\_\_7. Ensure that all advisors have medical release forms for students.

\_\_\_\_\_8. Know where the closest medical facility is.