

## CHECKLIST OF ITEMS TO BE HANDLED PRIOR TO CONFERENCE

### \_\_\_\_\_ Emergency Medical Forms

1. Set for the lead advisor(s) per school policy
2. Give a copy of form to each student to place in Name Badge
  - a. Student will not be permitted in contest area without
  - b. Write cell phone of Advisor on form for emergency
- 3. DO NOT TURN IN AT REGISTRATION**

### \_\_\_\_\_ Tool List

1. Tool lists are posted on the state website.
2. Check updates before coming to Columbus as some tool lists have been modified.
3. Final updates to all tool list will be posted 6 pm on April 9. Schools will be notified personally of any updates that occur after that date.

### \_\_\_\_\_ SkillsUSA Dress Code

1. Review the appropriate dress requirements for your competition. Only contest that requires official SkillsUSA dress is Opening Closing.
2. All students must be registered and have a name badge to attend the conference and participate in activities.
3. Review Awards Ceremony Requirements.
4. Enforce appropriate dress at your hotel (pool attire, etc.)
5. Safety Equipment Requirements must be met to enter contest zones.

### \_\_\_\_\_ Orientation

1. Review material in School Guidelines Packet.
2. Review Schedule
3. Review appropriate Conduct at Conference
4. Review appropriate Conduct at Hotel and about Columbus
5. Safety is a must. Unsafe acts may result in disqualification.
6. Remind students, advisors and parents that contest floor will be closed until 12:00 pm for observers.