

District 2 CTSO Fall Leadership Conference

Pre-Conference

Individual		Item
D2 Board	1	Select Conference colors (Advisor/Students)
D2 Board	2	Review registration cost
	3	Hotel Coordinator/Room Inspections as Needed
	4	Conference Coordinator
Shannon Seratch	5	Advise State Officers that they will be responsible for break-out sessions
Webmaster/BCTHS	6	Update web for CTSO information - Deadline date Oct 16
Nicole Mohrey	7	Review Rubrics for all events and make necessary changes
Jennifer Capehart	8	Invite PA State SkillsUSA Executive Director/PA SkillsUSA Facilitator
Jennifer Capehart	9	Invite State Officer/s
	10	Be sure Director of Record Knows:
		Invite all District 2 Directors to conference/dinner
		Be available for entire conference for consultation if needed
		Plan a directors workshop
		Make a keynote speech at the Directors Dinner
		Provide Nurse for Health Suite
		Be sure Directors are available for judging pin/door sign/cheer
		Bring form for Teachers to sign for Act 48 hours (Advisor must have PA ID#)
????	11	Opening and Closing Ceremonies
N/A 2022	12	Keynote Speaker
Nicole Mohrey	13	Pins/Signage/Labels/Tags/Certificates
Shannon Seratch	14	Create CTSO Communication Activity (Leadership Pin Assignment)

Allison Stanziani	15	Purchase supplies as needed for conference and to stock group boxes:
		Folders Pens Paper Markers
Allison Stanziani	16	Check supplies in group box and replace old items:

Allison Stanziani	17	Boxes should have: Markers Paper Colored Pencils Scissors
		Hole Punch Ruler Colored Paper Glue Tape
DCTS/Jennifer	18	6 Laptops and passwords **login/password to N.Mohrey ahead of time
Nicole Mohrey	19	Six loaded thumb drives
MBIT/Steve	20	Print/Sort/Deliver Shirts
Board	21	Put pins in baggies by school for distribution at the closing ceremony
Steve Guinan	22	Purchase trophies-Spirit/Leadership
Nicole Mohrey	29	Print Conference Programs
Nicole Mohrey	30	Signage
		3 Signs for Groups (Box/Room/Sign) 8 1/2 x 11 1 Sign for each District 2 Schools 8 1/2 x 11
		Table Tents for groups and schools Headquarters/Health Suite/Group rooms/off-limits, etc.
		Signs for each group room Wed/Thurs agenda
Nicole Mohrey	31	Create PowerPoint for Opening/Closing Session
D2 Board	32	Create rough and final draft of Program Itinerary (for preliminary planning by D2)
Shannon Seratch	33	Create spreadsheet noting total rooms for each school and pricing
Nicole Mohrey	34	Make up packets for students/advisors
		Student Packet: Program, student packet, community activity
		Advisor Packet: Program, advisor packet, answer key comm. activity, student packet
Nicole Mohrey	35	Select Groups-Leaders/Advisors/Students into 6 groups (returning students designated by *)
Nicole Mohrey	36	Create Lists:
		By school (registration/advisor/headquarters/awards)
		By group (each group advisor/headquarters/sports/judging/awards)
		Total Alphabetical list for headquarters/hotel
		*advisor's group lists go in folder to give to the lead advisor to distribute to each advisor
Delaware County	37	Set up security schedule

Jennifer/Michelle-DCTS	38	Make a list of dignitaries for introduction at the Directors dinner
Webmaster	39	Registration form/Registration check off for various activities to hand in at registration
Sandra/Allison	40	Create/Run (with help of D2 Board) Athletic events/rubric for scoring

Nicole Mohrey	41	Create Evaluation Forms (for closing ceremonies)
Nicole Lucas	42	Distribute Evaluation forms (before closing ceremonies)
Nicole Mohrey	43	Load Flash drives with: list of group members with participation col, calendar, & minute template
D2 Board	44	Get Board Approval for Check for balance of Hotel bill by October Board Meeting
Michelle Kuc	45	Get Board Approval for Gift Cards-Outstanding Students/D2 Outstanding Students
Michelle Kuc	46	Get \$50 gift cards for all Outstanding Students, State Officers, and Additional \$50 for Winner
Mohrey/Seratch	47	Registration-check in students/advisors and make changes
		Collect door sign/pin design/cheer/talent/and participation etc.
Allison Stanziani	48	Check Number of Badge Buddies and Conference Pens
Conference		
DCTS	49	Security sign up
DCTS	50	Place table tents for schools/groups prior to meals
North Montco	51	Place signage around hotel as needed for Headquarters/Health/off limits, etc.
Shannon Seratch	52	Work with DJ for music/announcements, etc.
D2 Board	53	Check to see if DJ has been paid at September Board Meeting
North Montco	54	Collect evaluation sheets at closing ceremony