

TSA x HOSA  
FALL LEADERSHIP CONFERENCE  
**ADVISOR CHECKLIST**

- ☐ Read the Call to Conference in its entirety
- ☐ Advertise the conference to your chapter and gauge interest
- ☐ Set chapter deadlines for registration and payment
- ☐ Collect student payment before registration deadline
- ☐ Register all students, advisors, chaperones by the deadline
- ☐ Check, double-check, and triple-check your invoice is correct
- ☐ Pay for emailed invoice by check or by credit card
- ☐ Put together school permissions slips and arrange transportation
- ☐ Have each member complete the attached CTSO Multiple Release Form
- ☐ Complete the attached Chapter Certification Form
- ☐ Review tentative agenda with attending members
- ☐ Discuss dress code requirements with students
- ☐ Bring final payment to conference if you haven't already mailed it
- ☐ Follow and like @ColoradoTSA and @ColoradoHOSA on social media to receive updates and emergency information during the conference
- ☐ Get pumped for a fun day at Dick's Sporting Goods Park!