

5. Cafeteria

Explain your plan for serving lunches. _____

6. Audio Visual resources. Will the following be available?

- a) Computer Projection Unit yes no
- b) Overhead Projectors yes no
- c) Screens yes no
- d) ½" VHS VCR Unit yes no
- e) Portable Sound System yes no
- f) Large Screen Video Projector yes no
- g) Tape/CD Player yes no

E. Hotel

Please list, in order of preference, three hotels (see – Desired Site Characteristics) which you would like to recommend as the conference hotels.

HOWEVER, DO NOT CONTACT HOTELS. A CHSAA representative will do so.

1. Hotel Name _____

Address _____

Phone Number(s) _____

Mileage to school/Drive time _____

Reason for your recommendation - _____

2. Hotel Name _____

Address _____

Phone Number(s) _____

Mileage to school/Drive time _____

Reason for your recommendation - _____

CHSAA STUDENT LEADERSHIP CONFERENCE RESPONSIBILITY LIST

RESPONSIBILITY OF HOST SCHOOL

- SELECT KEY NOTE SPEAKER
- SELECT THEME
- PLAN ALL GENERAL SESSIONS W/CHSAA
- SELECT 25 CLASSROOMS (30 STUDENTS)
- SELECT LARGER MEETING SPACE (AUDITORIUM / LIBRARY) FOR ADULTS
- STATE REP HOUSING FOR 30
- ORDER DINNER FOR TRAINING (CHSAA WILL PAY)
- LIST OF LOCAL RESTAURANTS FOR ADVISORS
- ARRANGE ENTERTAINMENT ACTIVITY FOR DAY ONE
- ORGANIZE THE SWAP SHOP
- CREATE THE CURRICULUM AND LESSON PLANS FOR REPRESENTATIVE LED GROUPS (WITH CURRICULUM DIRECTOR)
- DECORATE EACH ROOM (SIMPLE)

RESPONSIBILITY OF CHSAA / CURRICULUM DIRECTOR

- REGISTRATION TABLE
- NAME TAGS
- WORKSHOP SHEETS
- PACKETS
- ALL CURRICULUM COPIES
- ORGANIZING LIST OF PRESENTERS – STUDENTS
- ORGANIZING LIST OF PRESENTERS – ADULTS
- SELECT PRSENER OF ADULT SESSIONS
- CREATE THE CURRICULUM AND LESSON PLANS FOR REPRESENTATIVE LED GROUPS (WITH HOST SCHOOL)
- COORDINATE STATE REPS
- LINE UP MOTIVATIONAL MEDIA
- PAY FOR TRAINING DINNER (SCHOOL WILL ORDER)
- STATE SERVICE PROJECT?
- COMMUNICATE ANY NEEDS WITH HOST SCHOOL IN SO FAR AS SPECIAL PRESENTATIONS, ETC.