**HOSA SLC ONLINE REGISTRATION CHECKLIST**

**CHAPTER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **I Have Affiliated and Registered All Students Coming To Conference**

[ ]  **I Have Verified the Spelling of the Names and Made Sure First Name is First,
 Last Name is Last**

[ ]  **I Have Verified the Email Address for all participants**

[ ]  **I Have Selected an Event, Courtesy Corp, Intern, Ambassador or Voting Delegate For Each
 Student**[ ]  **I Have Checked a Banquet Option For Each Attendee (1st, 2nd or No Banquet)**[ ]  **I Have Checked a T-Shirt Size For Each Attendee (If they are not marked for a shirt, they
 will not get one at conference)
 (There Might Be Ladies & Unisex, Choose Correctly)**[ ]  **I Have Linked All My Teams (All Team Members of a Team Should Have The Same Number)**[ ]  **I Have Checked The Option For The “Parade of Presidents” Under My Participants (If Any)**

[ ]  **I Have Checked the Option For Dietary Restrictions For Student Who Have Them
 (Please Give Details on the KY HOSA Survey)**

[ ]  **I Have Checked Symposiums If Applicable**

[ ]  **I Have Checked “New Advisor” Meeting If I Plan To Attend**

[ ]  **I Have Checked the Advisor Years of Service Milestone If Applicable (1, 5, 10, 15, 20, 25)**

[ ]  **I Have Checked “State Office Candidate” and/or “Scholarship Applicant” Under My Students Who Have Applied, if Applicable**

[ ]  **I Have Checked the Options for Ronald McDonald House, Ann Vescio or Bailey Holt
 Scholarship Donations

NOTES:**