

2019 ILLINOIS FBLA STATE CONFERENCE CHECK LIST

ON OR BEFORE Friday, FEBRUARY 15, 2019

_____ Online state conference registration on the Illinois FBLA website **MUST** be submitted **on or before February 15**.

_____ Print copies of the conference registration summary AND hotel summary for Darlene Shannon and the Crowne Plaza and keep copies for your records.

MRS. DARLENE SHANNON, ILLINOIS FBLA-PBL STATE CHAIRMAN, 2900 WEST ALVERIA DRIVE, CARBONDALE, IL 62901

_____ Registration Summary from state conference registration on IL FBLA website

_____ Hotel Summary from state conference registration on IL FBLA website

_____ Check made payable to **Illinois FBLA** for the total registration

_____ Advisers, _____ Guests, _____ Members, = _____ X \$65 = _____ Total Amount

_____ Complimentary Registrations (State Officers, Adviser to State Officer, and State Committee)

_____ Illinois State Board of Education Certification Form for FBLA--**signed by adviser and principal**

_____ State Officer Candidate Nomination Form

_____ National Officer Candidate Nomination Form

_____ Copy of state conference T-Shirt Order and check made payable to **Illinois FBLA** for amount of order

CROWNE PLAZA, ATTENTION RESERVATIONS, 3000 SOUTH DIRKSEN PARKWAY, SPRINGFIELD, IL 62703

_____ Registration Summary from state conference registration on IL FBLA website

_____ Hotel Summary from state conference registration on IL FBLA website

_____ Credit Card Authorization Form. Need to complete this form, even if paying by check. If paying for hotel rooms by check, the hotel must receive the check by at least March 14.

MS. SANDRA BRONSON, ILLINOIS FBLA STATE ADVISER

_____ Submit All Required Competitive Event Prejudged Materials including Statement of Assurance, projects, etc.

***See the Illinois FBLA Competitive Events Check List for events and directions for submission.

MS. EVELYN ELLEDGE, ILLINOIS FBLA STATE SECRETARY, SOUTH CENTRAL HIGH SCHOOL, 800 WEST WASHINGTON STREET, FARINA, IL 62838

_____ State Officer Candidate Nomination Form

_____ National Officer Candidate Nomination Form

ON OR BEFORE Saturday, FEBRUARY 23

_____ Submit chapter article & picture(s) to Illinois FBLA State Reporter Neha Arun to be recognized at state conference (optional). **reporter@ilfbla.org**

_____ In order to receive a state conference **registration fee refund**, Darlene Shannon, FBLA-PBL State Chairman, must be notified **on or before Saturday, February 23**, by 9 p.m. by the FBLA Chapter Adviser. Please call 618-549-1998 and leave a message on the answering machine if no one answers or send an email.
shannon1@midwest.net

ON OR BEFORE Friday, MARCH 1

_____ **All candidates** for office, except parliamentary candidates, send a copy of campaign speech to Darlene Shannon, Illinois FBLA State Chairman, for approval. **shannon1@midwest.net**

MUST RECEIVE ON OR BEFORE Thursday, MARCH 14

_____ Check for hotel rooms, if using this method of payment. **CROWNE PLAZA, ATTENTION RESERVATIONS, 3000 SOUTH DIRKSEN PARKWAY, SPRINGFIELD, IL 62703.**

ON OR BEFORE Saturday, MARCH 16

_____ **All candidates** for office, except parliamentary candidates, email photo, campaign slogan/theme, campaign materials, and financial statement to Darlene Shannon, Illinois FBLA State Chairman, for approval.
shannon1@midwest.net