

2017 ILLINOIS FBLA STATE CONFERENCE CHECK LIST

ON OR BEFORE Wednesday, FEBRUARY 15, 2017

- _____ 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 \$60 = _____ 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

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. Each room \$102+12% tax per night.
- _____ 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 at least two weeks before the conference.

MS. SANDRA BRONSON, ILLINOIS FBLA STATE ADVISER, 2093 SOLAR AVENUE, DECATUR, IL 62526

- _____ All Required Prejudged Material including media, reports
- ***See the Competitive Events Checklist for events that need to be submitted electronically.

MS. BRUNA TAVARES, ILLINOIS FBLA STATE SECRETARY, DUNLAP HIGH SCHOOL 5220 WEST LEGION HALL ROAD, DUNLAP, IL 61525

- _____ State Officer Candidate Nomination Form
- _____ National Officer Candidate Nomination Form

ON OR BEFORE Sunday, February 19

- _____ Submit chapter article & picture(s) to Illinois FBLA State Reporter—Adriana Feijoo 170149@students.d120.org to be recognized at state conference (optional)

ON OR BEFORE Thursday, FEBRUARY 23

- _____ In order to receive a state conference **registration fee refund**, Darlene Shannon, FBLA-PBL State Chairman, must be notified **on or before Thursday, 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 to shannon1@midwest.net. Note that this is a date change from what was on the calendars sent to chapters.

ON OR BEFORE Wednesday, MARCH 1

- _____ **All candidates** for office, except parliamentarian candidates, send a copy of campaign speech to Kristi Katcher, Illinois FBLA Financial Director, for approval. kkatcher@siumed.edu

POSTMARK ON OR BEFORE Saturday, MARCH 4

To be considered for the awards for selling 50/50/prize raffle tickets, please postmark the following to **MRS. DARLENE SHANNON, ILLINOIS FBLA-PBL STATE CHAIRMAN, 2900 WEST ALVERIA DRIVE, CARBONDALE, IL 62901**.

- _____ 50/50 tickets, form, and money for tickets (make check payable to Illinois FBLA)
- _____ Prize raffle tickets, form, and money for tickets
- _____ Photograph and sample of campaign materials from all candidates **MRS. DARLENE SHANNON, ILLINOIS FBLA-PBL STATE CHAIRMAN, 2900 WEST ALVERIA DRIVE, CARBONDALE, IL 62901** or shannon1@midwest.net

MUST RECEIVE ON OR BEFORE Friday, MARCH 10

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