

# **DCON Advisor Checklist- A Chronological Storyline to DCON Fun**

## **Prior to DCON:**

- Register all attendees
- Have Seniors apply for scholarships- deadline March 1
- Make nominations for Outstanding Club President, Faculty Advisor and Kiwanian- deadline March 15
- Send payment to Mr. Williams via mail, prior to March 27 (otherwise bring payment to convention)
- Email Mrs. Hines with any attendee changes after the registering.
- Forward DCON confirmation email newsletter to all attendees
- Download the convention app (you and all attendees) for DCON updates
- Fill out Club Achievement Report
- Have students prepare for contest entries
- Collect Medical Forms from all student attendees
- Decide on Club Delegates (2 voting members per club- CURRENT Board Members are already Delegates at Large and should not be considered Club Delegates)
- Secure donations to Children's Miracle Network, Reading is Fundamental, Eliminate Project, Matt Palys Memorial Scholarship
- Secure any convention payments that have not yet been mailed to Mr. Williams to pay onsite at convention registration
- NOTE: agenda changes from previous years (especially concerning contests and caucus)

## **Convention Day:**

- Have a great, safe journey to Bham: 1000 Riverchase Galleria, Birmingham 35244
- Arrive at the hotel any time Friday to register between 2-5:30 pm
- Park in the parking deck (free for the weekend)
- Enjoy the Riverchase Galleria, Dave and Busters, College Fair, Meet and Greet
- Bring all luggage to the Wyndors I room
- Have students visit the college fair while you begin registration
- Drop off all registration materials
- Pick up convention credentials
- Distribute convention credentials and students pick up swag at student registration window
- Secure hotel room keys from kiosk in lobby near the front revolving door (not the main desk)
- Return to Wyndors I to pick up luggage (luggage may be stored here if rooms aren't ready)
- Take luggage to rooms and settle in
- Dinner on your own (lots of food around the Galleria or at the food court)
- Be back by 6 for opening session (dress is casual for this session)