



## SRAP 008: A License to Thrill: November 22, 2008

### Checklist

#### Immediately:

- Review the SRAP website for information and forms regarding registration, program proposals, video/slide show, awards, keynote speaker, philanthropy, history, etc.
- Submit registration form and payment by October 31, 2008. Do not forget to indicate any dietary issues for your delegation.
- Encourage delegation members to submit program proposals to via email by October 31, 2008.

#### Prepare:

- Create a video or slide show for role call on CD/DVD and send to John-Paul Wolf at UC Riverside by November 14, 2008.
- Create name tags for your delegation, including a sample to submit.
- Gather school items (t-shirts, mugs, towels, anything) to donate to the raffles and giveaways (if your school is able to do this.)
- Gather items to donate to the philanthropy (or remind delegation of what to bring.) The list of desired items is available on the website.
- Organize transportation, establish car pooling, reserve vans, etc. Determine travel time and notify your delegation of when and where to meet.
- Touch base with all members of your delegation who are presenting programs, bringing passive programs, etc. to make sure they are preparing, have what they need, etc. to be successful.
- Decide and inform about any spirit-related items (ex. Will you wear the same colors or outfits? Will you have spirit giveaways?)

#### Day-Of:

- Bring name tags, donations, raffle items, passive programs, spirit giveaways, etc.
- Make sure each presenter has all materials they will need for their programs. You must include facility needs on program proposals, as not all classrooms are the same. Bring handouts, paper, displays, thumb drives, anything they will need. Presenters will have to carry their materials with them to other sessions.
- Discuss attitude and spirit with your delegation. Remind them to represent your school with pride and positivity and to respect other schools, presenters, hosts.
- Follow Activities of the day. Breakfast and lunch are included. (NOTE: All members of delegation are expected to present/attend a program every session.)
  - 7:45 AM - 8:30 AM           Registration/Breakfast
  - 8:30 AM - 8:45 AM           Role Call
  - 8:45AM - 9:45 AM           Opening Ceremonies
  - 10:00AM - 10:50 AM        Session 1
  - 11:00AM - 11:50 PM        Session 2
  - 11:50 AM - 1:20 PM        Lunch
  - 1:30 PM - 2:20 PM        Session 3
  - 2:30 PM - 3:20 PM        Session 4
  - 3:30 PM - 4:00 PM        Round Table
  - 4:15 PM - 5:00 PM        Closing Ceremonies