

## Convention Deliverables

Area Needed	Description	Delivered	Responsible
Awards/Appreciation	Founders Scholarship – (2)		
Awards/Appreciation	Convention Chair Appreciation (2)		
Awards/Appreciation	Curry Scholarship – Returning (1)		
Awards/Appreciation	Curry Scholarship – First Timer (1)		
Exhibit Room	Exhibitors damage release form		
Exhibit Room	Exhibit Ballot		
Exhibit Room	Members list for voting		
Mail-in Registration	Teacher Class listing – by class/student/material fee/check #		
Name Tag	Traveling Basket form		
Name Tag	Name Tags – Registered Attendees		
Name Tag	Name Tags – First Timers		
Name Tag	Name Tag stuffer report – List of items for envelope		
Name Tag	Teacher/Vendor Reception Invitations		
Name Tag	Name Tags – Non-Registered Attendees		
Name Tag	Name Tags Blanks – for Visitors		
Name Tag	Lunch tickets		
Name Tag	Labels for Name Tag Envelopes		
Name Tag	Committee Cell contact list		
Name Tag	Mini Schedule of Events		
Name Tag	Basket Bucks		
Name Tag	Mini Individual class assignments		
On-Site Class Sales	Student assignment list – by student		
On-Site Class Sales	Open Class listing with open Slots and students		
On-Site Class Sales	Open Class – Open Board Setup information		
On-Site Class Sales	Registration Payment Sheet		
On-Site Registration	Update Registration & Class Sales Information		
On-Site Registration	Visitor Sign-in		
On-Site Registration	Membership list		
On-Site Registration	Registration Check-in List		
On-Site Registration	Non-Registered Check-in List (Volunteers & Vendor helpers)		
On-Site Registration	Mailing Addresses to Printer		
Printer	Membership directory to Printer		
Printer	Convention Brochure to Printer		
Printer	Pattern book Cover/spine to Printer		
Printer	Class Sales Pictures/Descriptions for On-site Sales		
Printer	Class counts to Teacher Liaison		
Teacher Liaison	Teachers Hour Pay Report to Convention Treasurer		
Treasurer	Floor Plan Poster		
Work Room	Class signs		