

EAST Conference Checklist

Use the details below and the EAST Conference website to help your team prepare.

This list is not exhaustive. Rather, it is meant to act as a guide.

Action Items		
<u>Item</u>	<u>Deadline</u>	<u>Completed</u>
Put the Conference dates on your school admin calendars. This school year's event will be held on March 16-18, 2027.	August	
Remind your Student Champion about their responsibility to assist with the planning of your program's EAST Conference experience. <i>Nominate your Student Champion by September 25! For more information, reach out to Troy@EASTChampion.org.</i>	September	
Create a Conference budget and get it approved.	Fall	
Determine a project documentation method (e.g., digital folder, binder, etc.), which will help your team prepare for the Conference Showcase.	Fall	
Create a digital folder to store photos of your program to use at EAST Conference.	Fall	
Check the EAST Conference website deadline list (coming soon) and add the dates to your EAST calendar. <i>The EAST Conference website will be released in the Fall.</i>	Weekly	
Check the EAST Conference website for updates, notifications, reminders, etc.	Weekly	
Book hotel rooms (remember facilitator, students - males & females, chaperones, bus driver, admin, etc.). <i>A list of hotels with discounted EAST rates will be released in late Fall.</i>	Late Fall	
Brainstorm booth design ideas.	Late Fall	
Remind qualified students to apply for Leadership Team positions AND submit Facilitator Nomination Forms for them. <i>Leadership Team applications will open in the fall. For more information, reach out to events@EASTstaff.org.</i>	October - November	
Determine your EAST Conference team selection process.	December	
Finalize your travel plan (e.g., vehicle, driver, pick a chaperone, etc.).	December	

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