



# Registration Checklist

One **chaperon** from each club will visit Sebastian Registration to pick up a registration envelope. Students may visit other tables in the pre-function area and then join the mixer in **Panzacola H** to enjoy snacks, drinks, and other activities. While waiting for room keys, all luggage must be brought to Panzacola H. Students waiting for room keys may NOT congregate in other areas of the hotel.

## Students

- 1. House of Delegates Registration  
(Panzacola Pre-Function)**  
Complete your club's delegate certification form to gain access to the House of Delegates and receive your Delegate ribbons if they are not in your registration packet.
- 2. Award Drop-off and Ribbon Pick-Up  
(Panzacola H1 Registration)**
  - Drop off all contests and Annual Achievement Report submissions.
  - Pick up name badge ribbons (i.e., president, governor's citation, etc.)
- 3.SAA Registration  
(Sebastian !2 Registration)**  
If you signed up to be a volunteer at DCON go to this table and sign in for your name tag banner and wristband.

## Adults

- 1. Conference Registration  
(Sebastian Registration)**  
Pick up your school's registration envelop and submit student's Medical Consent and Code of Conduct forms *if not previously emailed*.
- 2. T-shirts and Souvenir Bags Pick-Up  
(Sebastian I1 Registration)**  
Pick up your club's conference shirts and your souvenir bags.
- 3. Wristband Pick-Up and SAA  
(Panzacola Pre-Function)**
  - Chaperons pick up bands for all students and adults and supervise putting them on.
  - Drop off Permission to Leave Forms for students leaving the conference early.
- 4. Hotel Room Keys  
(Panzacola Registration)**  
Pick up your room keys normally available after 3:00 PM. Text @fldcon2018 81010 to receive notifications when your school's rooms are ready.

**All registrants are invited to visit the following booths in the Panzacola Pre-Function area:**

**Florida Key Club Endowment Fund:** *If you made the \$15 donation with your registration, remember to attend the ice cream social on Saturday.* Tickets are in the registration envelope.

**Oratorical and Talent Contests Registration:** Those entering the Oratorical or Talent Contests should stop by this booth to enter and receive important information.

**Remember to download the "Florida Key Club DCON 2018" Attendify app for your smart phone.**