



# Maryland Student Legislature

## Fall Leadership Training Institute Event Checklist

**Directions:** Complete two copies of this form. A copy should be submitted to the Attorney General 14 days prior to the event. You should keep a copy for your records and to assist with event planning.

Delegation: \_\_\_\_\_

Delegation Chairperson: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

<b>Facilities</b>	<b>Yes</b>	<b>No</b>
Registration Area		
Assembly Room (Seating for 100 people)		
3 Classrooms (Seating for 20 people each)		
Room for Council of State/State Government (Seating for 20 people)		
Room for Board of Directors (Seating for 15 people)		
Lunch Facility		

<b>Materials</b>	<b>Yes</b>	<b>No</b>
Registration Tables and Chairs		
Dais and Microphone for the Speaker and Officers		
Microphones for the Assembly		
Flag of the United States of America		
Flag of the State of Maryland		
Event Signage		
Direction Signage		

<b>Services</b>	<b>Yes</b>	<b>No</b>
Refreshments/Water		
Lunch		

What is the projected total cost of this event? \$ \_\_\_\_\_

Will your school/delegation be able to pay for this event in its entirety? \_\_\_\_\_

If you answered no to the previous question how much will your school/delegation be able to pay?  
\$ \_\_\_\_\_