

HOSA-Future Health Professionals

The Ultimate HOSA Conference Checklist

Long Before the Big Day

- Select your competitive event
- Download your event guidelines
- Gather appropriate supplies
- Practice your event (repeatedly)
- Determine appropriate apparel
- Practice competing against local school or other chapter members
- Collect registration fees
- Register for conference
- Coordinate transportation
- Secure extra chaperones (if applicable)
- Determine food options and budget
- Make hotel reservations (if applicable)
- Make rooming list
- Collect Code of Conduct Forms
- Collect Medical Release Forms
- Make a school banner
- Host a parent/guardian meeting

Just Before the Big Day

- Print HOSA Competitive Event Guidelines
- Secure competitive event supplies
- Pack competition supply bag
- Ensure apparel is clean and available
- Print event program for participants
- Review event program with participants
- Communicate rooming list
- Clarify chapter meeting times
- Collect participant contact information
- Disperse form with important phone #s
- Review behavior expectations

Pack Your Overnight Bag

- Clean event apparel
- Extra clothes/underwear
- Shoes/belt
- Makeup
- Tooth brush, toothpaste
- Hair stuff
- Toiletries/deodorant
- Lint brush
- Accessories
- Extra money for goodies
- Suit/HOSA uniform for general sessions
- Clothes for downtime/PJs
- Camera/cell phone
- Tissues
- Pantyhose
- Close-toe shoes

Food and Drink

- Cooler to keep food fresh
- Water
- Juice boxes
- Granola/power bars
- Fruit-bananas, grapes, apples
- Veggies
- Mozzarella cheese sticks
- Trail Mix
- Nuts
- Raisins
- Goldfish and crackers