



Maryland Student Legislature

Spring Leadership Training Institute/Interim Assembly 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: _____

Facilities	Yes	No
Registration Area		
2 Assembly Rooms (One Seating for 100 people, One Seating for 30 people)		
6 Classrooms/ Committee Rooms (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)		
Luncheon Facility		

Materials	Yes	No
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		
Table and Chairs for Signing Ceremony		
Event Signage		
Direction Signage		

Services	Yes	No
Refreshments/Water		
Lunch (Saturday and Sunday)		
Dinner (Saturday)		
Keynote Speaker Dinner (Optional: Saturday)		
Hotel Arrangements		

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?:

\$ _____