

# English Expo Checklist

1. Pay Materials Fee for your school (\$35). Fill out the School/Sponsor form completely. Every school that wants to send a team to compete **must** have a School Sponsor. The School Sponsor is an important contact for information dissemination and recruiting. The School Sponsor does not need to be the team sponsor/coach. Credit card payment is available on the website ([englishexponm.org](http://englishexponm.org)). School PO's can be emailed to the Expo Treasurer.
2. Sponsor and coaches advertise the event to begin team recruiting. Identify team participants.
3. Confirm all team participants' NMAA eligibility (2.0 GPA), student number, and email address.
4. Determine number of student participants and their contests.
5. Begin school payment process (PO or online credit card).
6. Determine number of adults needed and begin confirming commitments to monitor and/or judge. 1 adult for every 5 students
7. Electronic Registrations
  - All forms must be fully completed electronically.
  - Send all documents in the original WORD format.
  - PLEASE, DO NOT send as pdf or other image substitutions (screen prints, photocopies, etc.). This does NOT help the Treasurer & Registrar. (They would still have to type in all of your information.) To do so will delay your school/student registration.
  - For online payment, only 20 students' names can be entered per payment. Additional student name submissions should be labeled SCHOOL1, SCHOOL2, etc.
  - Send all forms electronically to [englishexponm@gmail.com](mailto:englishexponm@gmail.com) . Put school name in email Subject line.
8. Register School participants.
  - One \$35 Materials Fee must be paid for each school.
  - All contact information is vital and must be current and accurate.

**Although this year's event will be held virtually, the School Sponsor will still need help for monitoring and/or judging. One monitor/chaperone per 5 students should still be recruited.**

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- 9. Student Registrations
  - Student Registration Form(s) must be filled out completely.
  - **This year, email addresses must be given for each participant in order to deliver invitations for digital contests and judging. Email addresses will not be shared to ensure student privacy.**
  - Student ID numbers are required as per NMAA regulations.
  - **THINGS TO DOUBLE CHECK:**
    - Some contests are only offered during one session. When signing students up for their contests, please make sure that the contests selected are offered during the desired session time.
    - **Students can only sign up for 1 Speaking Contest** because they are all offered at the same time, during the same session.
    - **Team Dialogue partners must be identified as partners on the Student Registration Form** to ensure that they are placed in the same contest at the same time.
    - Confirm students' contest placements when the confirmation is sent by the REGISTRAR to the Sponsor. Alert Registrar via email if there are any errors in the contest placements. Attendance will be taken at each virtual contest, so no substitutions are possible.
    - Promptly share contest schedules and other information sent by the REGISTRAR with the students and adults on your team. If there is a conflict for a participant, please contact the REGISTRAR to see if other arrangements are possible.
- 10. As with state testing, NO extra electronic devices (cell phones, iPads, etc.) are allowed during contest times.