

Convention Preparation Checklist

Getting ready for the PAJCL State Convention (and other Latin Club contests) — academics, athletics, arts, and community.

Weeks Before Convention

- ☐ Confirm your event registrations (academic tests, Certamen, art contests, spirit events) with Magistra.
- ☐ Review contest categories: academic exam, creative writing (SCRIBO), original art across nine categories, athletics, and talent show slots.
- ☐ Practice any material for Certamen or academic tests using class resources and study sessions.
- ☐ Confirm permission slips, payment, and overnight logistics are submitted on time.

What to Pack

- ☐ Comfortable clothes for a full day of activity, plus a toga or costume piece if your chapter does spirit events.
- ☐ Any finished art, writing, or project submissions in a protective folder or tube.
- ☐ Study materials for academic tests and Certamen (index cards, review sheets).
- ☐ Water bottle, snacks, and any personal medication clearly labeled.
- ☐ Comfortable shoes -- convention involves a lot of walking between events.

Day-Of Reminders

- ☐ Arrive on time for the bus or drop-off -- late arrivals can miss check-in windows for timed events.
- ☐ Check the schedule each morning; event times and rooms can shift slightly from the printed program.
- ☐ Stay with your chapter group between events unless you have permission to go elsewhere.
- ☐ Cheer on your chapter at spirit events -- points add up across the whole convention, not just individual contests.

After Convention

- ☐ Collect your results and any feedback on academic or art submissions.
- ☐ Thank chaperones and coaches -- convention runs on volunteer support.
- ☐ Consider what event you'd like to try or improve on next year.

See also: Extracurriculars page at magistradougherty.com/extracurriculars