

Nationals To Do List

Item	Who's to Complete	Date Due	Date Completed
Find a potential location	DofT	Aug. 2024	Early Aug 2024
- Negotiate rates and secure location	DofT	Aug. 2024	Aug. 2024
- Find out about residency options for the location	DofT/Coordinator	Aug. 2024	March 2025
- Find out about accessibility, and how the location can meet needs	DofT/Coordinator	Aug. 2024	Aug. 2024
Get Insurance	DofT	June 2025	June 2025
Create and propose Budget	DofT	Oct 2024	Oct 2024
-Approve Budget	Board	Nov 2024	Nov 2024
Send out Call for Coordinators	DofT	None	None
Secure Co-ordinator	DofT	None	None
Send out call for Teachers	DofT	Dec 2024	Dec 2024
Secure instructors	DofT	Feb 2025	March 2025
- Send Contract, and package containing needed documents including expectations, code of conduct, Intake Form, Waiver & Photo Release	DofT	March 2025	March 2025
- Secure Transport to location	DofT	July 2025	
- Secure residence for instructors	DofT	March 2025	March 2025

- Decide disciplines	DofT	March 2025	April 2025
- Source Weapons	DofT	May 2025	June 2025
Send out Call for Journeys	DofT	Dec 2024	Feb 2025
Secure Journeys	DofT	Feb 2025	Feb 2025
- Send Contract, and package containing needed documents including expectations, code of conduct, Intake Form, Waiver & Photo Release	DofT	Feb 2025	Feb 2025
- Secure Transport to location	DofT	May 2025	June 2025
- Secure residence for Journeys	DofT	March 2025	March 2025
Create Schedule	DofT	March 2025	May 2025
- Schedule Classes	DofT	April 2025	May 2025
- Schedule after hours workshops	DofT	April 2025	May 2025
- Schedule recerts	DofT	None	None
- Schedule Teacher Cert	DofT	April 2025	May 2025
- Schedule Teachers	DofT	April 2025	May 2025
- Schedule Journeys	DofT	April 2025	June 2025
Create marketing materials for Certification	DofT	Sept 2024	Oct 2024
Create marketing materials for Re-certification	DofT	Sept 2024	Dec 2024
Create marketing materials for Teacher Cert	DofT	Sept 2024	Oct 2024

- Source images	DofT	Sept 2024	Sept 2024
- Send out for distribution	DofT/Coordinator/All of FDC	Oct 2024-April 2025	Oct 2024-April 2025
Create T-shirt design	DofT	May 2025	May 2025
- Source t-shirt printers	DofT/Coordinator	May 2025	May 2025
- Get shirts to location	DofT/Coordinator	Aug 2025	
Send welcome package to students/Introduce them to the Coordinator	DofT	June 2025 (or 1-2 months away from event)	June 2025
- package should contain: code of conduct, Intake Form, Waiver & Photo Release & Glossaries	DofT	June 2025	Forms Complete: April 2023 Forms sent: June 2025
Send More detailed Welcome package: Should contain all previous forms, and Teacher info, Class Schedule Let everyone know that the Coordinator is taking it from here	Coordinator	1 week before Nationals	1 week before Nationals
Have all forms printed for 1st day	Coordinator	Day 1 Nationals	Day 1 Nationals
Collect all forms and verify they are all accounted for.	Coordinator	Day 1 Nationals	Day 1 Nationals
Announce Award nominations and ask for Noms		July 2025	July 2025
Announce deadline for nominations and when Winners will be announced		July 2025	July 2025

Announce Winners at AGM and Last Day of Nationals		Aug 2025	Aug 16 th 2025
Get Plaques Printed winners		Aug 2025	