**2020-2021 FCCLA DISTRICT LEADERSHIP MEETING PLANNING GUIDE**

### MEETING THEME:

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| Date: |  | | | | | | | | | | Location: | | | | | | |  | | | | | | | | | | | | | | | |
| Number of members who may attend from each chapter: | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
| Start time: | | | | | |  | | | | | | | | | | | | | | End time: | | | | | | | |  | | | | | |
| Registration Fee: | | | |  | | | | | | | | | Register on site: | | | | | | | | | |  | | | | | | | Pre-Registration: | | |  |
| Send pre-registration to: | | | | | | | |  | | | | | | | | | | | | | | | | | | By (date): | | | | | | | |
| **OPENING:** | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | |
| Presiding Officer: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Opening ceremony: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Installation/Introduction of District officers: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Patriotic Presentation and Flag Salute: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Thought for the Day: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Welcome (Administrator or city official): | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Recognition of special guests, advisers, administrators, parents: | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| Roll Call of Chapters: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SPEAKER:** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Speaker | |  | | | | | | | | | | | | | | | | | | | | | | | | | Topic | | | |  | | |
| **OPTIONAL REPORTS/ACTIVITIES**: | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |
|  | | Summer Leadership Summit Report: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
|  | | National Leadership Conference Report: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | State Officer Report: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
|  | | Oklahoma Challenge Project: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
|  | | District Outreach Project/Community Service: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
|  | | Slide Show of Chapter Activities: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | | Recognize/Install local chapter officers: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | | Results of contests (nametag, chapter challenge, etc.): | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |
|  | | Icebreakers: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **CLOSING:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recognition of District 2020 competitive events participants: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| Closing Ceremony: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SPECIAL ARRANGEMENTS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare stage decorations: | | | | | | | | |  | | | | | | | | | | | | | | Electronic Program: | | | | | |  | | | | |
| Lunch or dinner arrangements: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Provide nametags: | | | | |  | | | | | | | | | | | | Other: | | | | |  | | | | | | | | | | | |