



# Registration Checklist

*Registration Materials and other items due by April 16, 2010*

State: \_\_\_\_\_ State Coordinator Name (or official designee): \_\_\_\_\_

Registration Task to Complete	Date Due	Date Completed
• Read the Tournament Information Handbook	_____	_____
• Forward Case Materials to State Champion Team (required)	3/31/10	_____
• Complete/Submit the Official Team Registration Form (required)	4/16/10	_____
• Complete/Submit the Team Observer Form (required)	4/16/10	_____
• Complete/Submit the Complimentary Ticket Form (required)	4/16/10	_____
• Complete/Submit the Event Ticket Order Form (optional)	4/16/10	_____
• Complete/Submit the Tournament T-Shirt Order Form (optional)	4/16/10	_____
• Complete/Submit the Practice Room Reservation Form (optional)	4/16/10	_____
• Complete/Submit the Payment Form	4/16/10	_____
• Complete/Submit the Video Request Form (optional)	4/16/10	_____
• Complete/Submit the Travel Information Form (required)	4/16/10	_____
• Complete/Submit the Media Interest Form (optional)	4/16/10	_____
• Complete/Submit the Team Photo Form (optional)	4/16/10	_____
• Cut check for FULL payment (including registration fee!)	_____	_____
• Postmark the FULL payment for event tickets/t-shirt orders	4/16/10	_____
• Submit the Team's Entry in "Best State Champion Team Song" Contest (optional)	4/19/10	_____
• Complete/Submit the Code of Ethical Conduct Form (required)	on-site	_____

**To submit forms:**

1. Print and complete the applicable forms
2. Choose one method of form submission:
  - scan and email to pam.kance@pabar.org
  - fax (717/238/4134) or
  - regular mail (address below)

NOTE: Faxed or emailed registration forms will not be processed until payment has been received.

**To submit payment:**

1. Check and money orders accepted. No credit cards and no purchase orders accepted. NO IOU's!
2. All payments should be mailed to the Pennsylvania Bar Association (address below).
3. All checks should be made payable to the **Pennsylvania Bar Foundation**.

**CONFIRM WITH THE PENNSYLVANIA BAR ASSOCIATION OFFICE THAT ALL FORMS/PAYMENTS HAVE BEEN RECEIVED!!**

After completing, submit with all registration forms by mailing to:  
 Pam Kance ■ PA Bar Association ■ 100 South Street ■ PO Box 186 ■ Harrisburg, PA ■ FAX: 717-238-4134