



# Registration Checklist

*Registration Materials and other items due by April 15, 2011*

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)	4/1/11	_____
• Complete/Submit the Official Team Registration Form (required)	4/15/11	_____
• Complete/Submit the Team Observer Form (required)	4/15/11	_____
• Complete/Submit the Competing Team Ticket Form (required)	4/15/11	_____
• Complete/Submit the Non-Competing Event Ticket Form (optional)	4/15/11	_____
• Complete/Submit the Tournament T-Shirt Order Form (optional)	4/15/11	_____
• Complete/Submit the Practice Room Reservation Form (optional)	4/15/11	_____
• Complete/Submit the Payment Form	4/15/11	_____
• Complete/Submit the Video Request Form (optional)	4/15/11	_____
• Complete/Submit the Travel Information Form (required)	4/15/11	_____
• Complete/Submit the Media Interest Form (optional)	4/15/11	_____
• Complete/Submit the Team Photo Form (optional)	4/15/11	_____
• Cut check for FULL payment (including registration fee!)	_____	_____
• Postmark the FULL payment for event tickets/t-shirt orders	4/15/11	_____
• 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 [susan.nusall@azflse.org](mailto:susan.nusall@azflse.org)
  - fax (602-773-3185) 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 Arizona Foundation for Legal Services & Education (address below).
3. All checks should be made payable to the Arizona Foundation for Legal Services & Education
4. **CONFIRM WITH THE ARIZONA FOUNDATION FOR LEGAL SERVICES & EDUCATION OFFICE THAT ALL FORMS/PAYMENTS HAVE BEEN RECEIVED**

Submit forms to:

Arizona Foundation for Legal Services & Education 4201 N. 24<sup>th</sup> Street, Suite 210, Phoenix, Az 85016 FAX: 602-773-3185