

Checklist for the DECA District 4 Career Development Conference

Crowne Plaza Hotel
3131 Campus Drive Minneapolis, MN
Phone: 763-559-6600

- Event materials (sales demonstration items, AV materials, posterboards, resumes, job descriptions, cover letters, back-up copies, DECA folios, back-up presentation copies, statement of assurances...)
- Business casual* clothes and accessories (two days worth)
- Wristwatch (no cell phones in competition)
- (2) Number two pencils (for comprehensive exam)
- (2) Black or blue ink pens
- 4 Function Calculator (cell phones and graphing calculators are not allowed in the comp. exam)
- DECA sweatshirt
- Shower and bathroom supplies (soap, shampoo, conditioner, toothpaste, deodorant, shaving supplies, make-up...)
- Casual clothing
- Swimming trunks and suits
- Three meals will be provided: Sunday's late lunch and late dinner, and Monday's brunch
- Snacks for room (breakfast food, juice, soda-pop, cookies, crackers, chips...)
- Breath mints and a great attitude!

Business Casual*

<u>Women</u>	<u>Men</u>
<p>Business casual events require that you look nice and professional; however, you do not have to wear a suit. For business casual events, women should <u>not</u> wear jeans, casual pants, short skirts, or shorts (unless they are dress shorts with a jacket). A good business casual outfit would be a pair of dress pants with a blazer or nice sweater or skirt with a blouse, both with appropriate hosiery and polished shoes.</p>	<p>Business casual event require that you look nice and professional; however, you do not have to wear a suit. Men should <u>not</u> wear sneakers, sweat socks, or jeans. A good business casual outfit would be a button down shirt with a sweater. Or a button down shirt with a tie. Khaki pants with belt, dress socks, and loafers. A sports coat will dress this up a bit.</p>