FFA | GUIDE

FFA Convention Planning Guide

Planning guide for a chapter's convention trip, taking officers and advisors through registration, travel, lodging, supervision, and follow-up so members get to the event ready and safe.

Farm / unit: _____ Date: _____ By: _____

1. Review official convention information
2. Get school approval
3. Select attending members
4. Collect permission forms
5. Arrange travel and lodging
6. Assign chaperones
7. Review rules with members
8. Pack and prepare materials
9. Hold a post-trip debrief

YOUR NOTES

TIP Check the official convention site often for schedule and registration updates before you travel.