

# IGNITE CONFERENCE CHECKLIST

- Review Career Specialist and Student IGNITE Prep Guides
- Review Sample Monthly Lesson Plan outline
- Review Competitive Event Overview
- Review Competitive Event Breakdown by grade
- Complete the Middle School and/or High School Registration Worksheet (document found on [jmg.mt.gov](http://jmg.mt.gov))
- Have all students sign and submit the Professional Conduct Form
- Review IGNITE Competitive Event descriptions, rules and scoring rubric online at [jmg.mt.gov](http://jmg.mt.gov)
- Complete online IGNITE Conference Registration
- Reserve hotel rooms and finalize travel plans
- Submit all pre conference event materials by March 6th, 2020
- Ensure student have copies of the guidelines for the events they are registered for