



## CAMP AND PROGRAM REMINDER CHECKLIST

Camp coordinators and organizers, if you have not done so already, please make sure that you complete the following steps by close of business on Friday, May 8, 2015:

- Reserve all needed campus facility space (i.e. classrooms, outdoor areas, auditoriums, recreation areas) in CBMS, except housing needs
- Complete the 2015 Camp and Program Registration Form found at the following link, <http://www.tnstate.edu/events/2015%20Camp%20and%20Program%20Registration%20Form.xlsx> , and email it to [jgabriel1@tnstate.edu](mailto:jgabriel1@tnstate.edu)
- Provide an estimated count of individuals you will need meals for, and which meals you will need (i.e., breakfast, lunch, dinner)
- Make sure that all TSU employees, work aid students, temporary workers, and athletes working with any camp/program are listed and identified as such on the form mentioned in #2 above
- Review the Camp and Program FAQ sheet found at <http://www.tnstate.edu/events/2015%20Camp%20and%20Program%20FAQ%20Sheet.pdf>

For questions or concerns, please contact Mrs. Jessica Gabriel at 615-963-5883 or [jgabriel1@tnstate.edu](mailto:jgabriel1@tnstate.edu)