



# ADVISER CHECKLIST

## AT LEAST 1 WEEK PRIOR

- Visit [tomesociety.org/tomecon-qr](https://tomesociety.org/tomecon-qr) to print copies of the following
  - Schedule For Your Student's Level ([2-5](#) or [6-12](#)) - 1 per student & chaperone
  - [Concurrent Session Titles/Descriptions](#) - at least 1 per chaperone
  - [Classic Center Map](#) - at least 1 per chaperone
- Join the **TomeCon Adviser Remind Group** (*directions to join sent via email*)
- Bookmark the [TomeCon QR](#) page for real time schedule updates & raffle winners (*posted at 3:45pm*)
- If you purchased a bus pass, print your **numbered pass** and **bus parking map** (*emailed with parking directions*).
  - If not, arrange bus parking through an alternate vendor, as all bus parking near the venue requires a fee.
- Consider pre-printing raffle ticket labels for your students with full name and school name (*use this [template](#)*)

## 3-5 SCHOOL DAYS PRIOR - MEET WITH YOUR STUDENTS

- Distribute student schedules you printed (*labeled with each student's name*) and review schedule specifics from [tomesociety.org/tomecon-qr](https://tomesociety.org/tomecon-qr)
  - Show students the [concurrent session descriptions](#) available for their level.
  - As you meet, review the [Classic Center Map](#) with session locations
  - Have students rank their top 4-5 sessions
  - Remind students they will choose 3 concurrent sessions to attend
  - All students will attend the **Keynote, Author Panel & Awards Ceremony** and should sit together with their chapter
  - **Minute to Win It, Make & Take**, and the **Book Fair** can be visited during the same session (drop-in format).
  - Give students an index card to neatly write their name for authors to ensure correct spelling on autographs during the afternoon signing sessions.
- Share your supervision policies for the day of TomeCon  
(i.e. student groups paired with an adult to travel to sessions, students in groups of at least 4 reachable by text)
- Remind students to bring a **water bottle**
- Remind students to bring a **notebook/pen**
- Remind students they may want to bring **cash** for **optional** book, merch, snack, and raffle ticket purchases
- Let students know all students will receive 1 free raffle ticket in their packet bag  
Emphasize the importance of students writing their full name and school name neatly on any raffle tickets they use. (*Or provide students with pre-printed labels on Avery 5160 [template](#)*)
- Remind students to **bring a small bag** to carry items during TomeCon (*full bookbag not recommended*)
- Remind students to eat a good breakfast the day of TomeCon, as it is a full day.
- Collect student schedules and name index cards to redistribute on the day of TomeCon

## DAY OF TOMECON

- If you purchased a bus pass, **display pass** in bus window upon arrival. Follow bus parking map directions on arrival.
- Distribute student schedules and index name cards (*from earlier meeting*) and remind students to keep with them during the field trip
- Arrive between 8:15 AM - 8:45 AM for ample time to unload, enter the venue, pick up registration items
- One adviser should proceed to registration at the back of the atrium to pick up student packets, while another chaperone waits with the group inside the venue, away from hallway traffic.
- The adviser should return to the group and distribute student packets (*plastic bag with button, raffle ticket, author swag*).
- Use the provided Sharpie (*from the adviser bag*) to have students write their name on their packet bag.
- Have all students put on their button and remind them to wear it visibly throughout the day.
- Have all adults put on their sticker and wear it visibly.
- Lunch pickup is by group; one adviser or adult must use the chapter's lunch ticket to collect all meals at once.
- Please post and share your TomeCon fun with the hashtag **#TomeCon2025** and tag **@tomesociety**

## CHAPERONES

- Distribute your printed copies - 1 per chaperone - [Classic Center Map](#), Schedule ([2-5](#) or [6-12](#)), and [Concurrent Session Titles/Descriptions](#)
- Group students with a chaperone for supervision
- Remind ALL chaperones to join the **Adviser Remind Text Group** to receive event notifications
- Remind chaperones to bookmark the [TomeCon QR](#) page for real time schedule updates & raffle winners (*at 3:45pm*)

## COMPETITIONS (OPTIONAL)

- Meet with pre-qualified students in **Reading Bowl, Book Talk**, and **Haddix** competition to review day of expectations and competition times/locations