2020 Checklist

In order to participate in the 2020 CA Mock Trial Finals the following must be completed by March 6th.

- **School Registration** – each qualifying team must be registered with CRF.
  - Prior to your county competition, schools should have registered on CRF’s online registration. The county coordinator then notifies CRF of your team’s eligibility to state, your school will automatically be registered to the state finals.

- **Student Registration** – each qualifying student must be registered online with CRF.
  - All Team Members - Prior to your county competition, students should have registered as mock trial students on CRF’s online registration. The county coordinator then notifies CRF of your team’s eligibility to state, those students will automatically be registered to the state finals.
  - Artists and Journalists - Prior to your county competition, students should have registered as mock trial students on CRF’s online registration. The county coordinator then notifies CRF of your eligibility to state, you will automatically be registered to the state finals.

- **Entry Fees** - each qualifying student must pay an $85 entry fee.
  - Teams - each team must submit an entry fee form and a fee of $85.00 per student including alternates.
  - Artists/Journalists - each artists and journalists must submit an entry fee form and a fee of $85.00 per student.

- **CRF Permission Slips** - each qualifying student must complete a CRF/State Finals permission slip.
  - Teams - each team must submit a CRF/State Finals student permission slip per student including alternates.
  - Artists/Journalists - each artists and journalists must submit a CRF/State Finals student permission slip per student.

**Hotel Reservations via Rooming List are due by March 2nd**
The official 2020 CA Mock Trial Finals hotel is the Millennium Biltmore Hotel with a rate of $169 per night.

**Reservations:** All reservations must be done by rooming lists with CRF. We have designated each team with 7 rooms. Each winning team will receive an Excel sheet, which must be submitted to CRF to reserve rooms. All reservations must be confirmed and guaranteed with a major credit card.

If your team will not need any of the 7 rooms or if you do need to cancel a previously made reservation, please let Lourdes know ASAP at lourdes@crf-usa.org. Do not cancel rooms with the hotel. We will also be taking names for a waiting list, for those that need additional rooms.

**The following are optional - due by March 6th:**
- **Program Ad** - If you would like to place an ad in the Mock Trial Program Book submit Ad Form.
- **Team Photos** - Submit a couple of your team’s mock trial photos for slide show.