



SkillsUSA Week Checklist



Planning Phase	Status
Add SkillsUSA week dates to school calendars	
Review the SkillsUSA Week website for ideas	
Request administrative approval for activities	
Select activities and assign planning responsibilities to a committee	
Create communication plan for announcements and social media	
Prepare promotional materials (posters and social media graphics)	
Confirm space, materials, and technology needs	
Schedule guest speakers, community partners, or alumni (if applicable)	
Implementation Phase	Status
Take photos and/or videos of each activity	
Track participation for each activity	
Follow the chapter budget	
Use morning announcements to highlight daily themes and activities	
Evaluation Phase	Status
Reflect and gather feedback	
Send thank-you messages	
Complete the Chapter Excellence Program application	
Register students for SkillsUSA National Signing Day	