

Use this checklist to ensure that all required steps have been completed before **March 28, 2025**.

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### For Instructors

**IMPORTANT:** You must complete each task on behalf of yourself AND all other attendees (students, chaperones and observers).

- CONFIRM** that ALL attendees are registered for the SkillsUSA Manufacturing Assembler Competition at: <https://www.skillsusa-register.org/Login.aspx>
- SUBMIT** attached Badge Request Form for ALL attendees to: [MfgTalentPartners@exchange.boeing.com](mailto:MfgTalentPartners@exchange.boeing.com)  
**IMPORTANT:** We are NOT able to create badges the day of the event so please ensure that ALL attendees are listed.
- SUBMIT** the *attached* photo release forms to [MfgTalentPartners@exchange.boeing.com](mailto:MfgTalentPartners@exchange.boeing.com)
  - All adults and minors should sign: "S360-Release-Form"
  - All adults should sign: "NonBoeing-Release-Form-Adults"
  - All minors should sign: "NonBoeing-Release-Form-Minors"

### For Students, Chaperones, and Observers

- SUBMIT your applicable photo release forms and send to your instructor.**  
*For students under 18 years of age, parent/legal guardian consent and signature will be required.*
    - All adults and minors should sign: "S360-Release-Form"
    - All adults should sign: "NonBoeing-Release-Form-Adults"
    - All minors should sign: "NonBoeing-Release-Form-Minors"
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## Need help?

For any **SkillsUSA** questions or concerns regarding registration, please contact:

- Registration Help: [courtney@skillsusawashington.org](mailto:courtney@skillsusawashington.org)
- Other Inquiries: [director@skillsusawashington.org](mailto:director@skillsusawashington.org)

For any **Boeing**-related questions regarding badging, photo releases and day-of logistics, please contact: [MfgTalentPartners@exchange.boeing.com](mailto:MfgTalentPartners@exchange.boeing.com)

Thank you and we look forward to seeing you on April 26th!