**SAC Meeting Punch-List**

**Planning**

* Establish the place and time
* Create the agenda (see sample on website)
  + from requirements of the SAC & SIP Timeline
  + from topics identified at the previous meeting
* Order food/snacks (if you provide refreshments)
* Make sign-in sheet (template on website)
* Prepare copies of handouts:
  + Agenda
  + Minutes of the previous meeting
  + Budget update
  + Information to share: (test data, district communications, survey results, legislative issues, Florida School Board Association (FSBA) Bulletins, interoffice memorandums, future meeting schedule, copy of SIP)
* Provide Name tags/Name tents

**Room Set-up**

* Tables and chairs
* Microphone
* Data Projector and Screen