

## Checklist for SACS/AAPT meeting planning

Meet/converse with SACS Treasurer	6 months before
Develop local website with info	4 months before
Link with SACS site	
Reserve Campus Rooms	<i>ASAP!</i>
Main presentation Room	
Secondary presentation room?	
Vendor Room	
Snack room	
Workshop rooms	
Arrange food-service	2 months before
Lunch	
Snacks Friday, Saturday	
Arrange for A/V equipment	2-3 months before
Get student workers	1 month before
Call for workshops	2.5-3 months before
Call for papers / registration online	1.5-2 months before
Deadline	3 weeks before
Program finalized/posted	2 weeks before
Registration form	2 months before
Receipt form	1 week before
Nametags	1 week before
Maps (Area plus campus and parking)	1 month before
Arrange with local hotels for accommodations	3 months before
Campus signs	2 weeks before
Arrange keynote speaker	<i>ASAP</i>
Multi-media – laptop, overhead, etc?	Make sure all are available, with latest software.