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	*ASAP!*
	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	ASAP
Multi-media – laptop, overhead, etc?	Make sure all are available, with latest software.
Make Available	GPS coordinates of building
	GPS coordinates of parking
	Phone number for registration desk