



# 10 Minute Meeting Checklist

April 2018

## **Before meeting:**

- Make sure you have materials
  - Presentation on flash drive
  - Projector and laptop
  - Vote pledge postcards
  - May 14 budget hearing sign-up sheet
  - Pens
- Make sure you get the word out about your meeting. Don't just rely on email for meeting turnout—remember face to face confirmations are the most effective way to turn members out. **Make sure you invite non-members and members of SAAAAC to your meeting.**
- Practice your script and feel free to put in your own words. The script is to help guide your organizing conversation but doesn't need to be read verbatim.
- Ask some members to volunteer to help start passing postcards and sign-up sheet around.
- Test technology.
- Pro tip: To maximize turnout, ask your principal to get first 10 minutes of staff meeting.

## **During meeting:**

- Toward the end of the meeting pass around the hearing sign-up sheet and the vote pledge postcards (make sure you ask them to fill out both sides).
- Collect completed postcards and sign-up sheets.

## **After Meeting:**

- Follow up with anyone who was not at the meeting.
- Bring postcards and sign-up sheets to the May 2 TAAAC ARC.