# School Siting Community Meeting Planning Chart

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| **Start Time** | **Agenda Topic** | **Details** | **Lead (Who Will Present/ Facilitate)** | **Time Allocated (Minutes)** | **Materials/Actions** |
|  | ***Set Up*** |  |  | *30*  |  |
|  | **Welcome** |  |  | 5  |  |
|  | **Introductions** |  |  | 5  |  |
|  | **Overview: Immediate school siting issue** |  |  | 5  |  |
|  | **Presentation: School siting process & considerations** |  |  | 20  | Slides, projector |
|  | ***Optional: More detailed overview of current school siting decision points*** |  |  | *15*  |  |
|  | **Group exercise: Community priorities** |  |  | 15  | Group exercise materials |
|  | **Q & A** |  |  | 5  |  |
|  | **Wrap up & next steps** |  |  | 5  |  |