

Having an agenda is a wonderful planning tool to ensure that your District/School Value-Added Recognition Event is successfully executed. Below is a sample agenda to assist you as you plan for your special celebration.

<b>DATE/DAY:</b> _____		
<b>LOCATION:</b> _____		
<b>TIME</b>	<b>AGENDA</b>	<b>SPEAKER</b>
7:00-8:30 a.m.	Set up for event and arrival of attendees	
8:30-8:50 a.m.	Introduction Purpose of Today's Recognition Event Impact of TAP within district/school	District CEO/Superintendent or Principal
8:50-9:10 a.m.	Testimonials » Teacher(s) » Parent(s) » Student(s)	Name of teacher(s)/parent(s)/student(s)
9:10-9:30 a.m.	Distribution of Awards	District CEO/Superintendent or Principal
<b>PHOTO OPPORTUNITY</b>		
9:30-9:40 a.m.	Closing Remarks	District CEO/Superintendent or Principal
9:40-10:15 a.m.	Refreshments	
<b>PHOTO OPPORTUNITY</b>		
10:00-10:30 a.m.	Media Questions/Conclusion	District CEO/Superintendent or Principal, select teachers, parents, students, stakeholders