Planning Successful Programs/Activities

Many groups find it helpful to set up a notebook to write down planning details to keep things organized. Setting up this type of notebook at the beginning of your term will aid you in your planning and help you to avoid confusion and misunderstanding. Keep this notebook current and refer to it consistently.

Program Planning/Preparation:

- ✓ Start well in advance to give yourself enough time
- ✓ Finalize the date and time appropriately (stay away from holidays, avoid conflicts with another group's activities if possible … or if not possible, consider approaching the other leader(s) to see if a coordinated program can be planned together, especially if the events are complimentary; try to plan around any popular community events or co-sponsor with them; take into account academic "press" times such as mid-terms and finals and try to schedule around them)
- ✓ If you plan to have paid performers, be sure to complete the appropriate contracts and have them approved by the designated personnel
- ✓ If the program will take place outdoors, plan and schedule a rain date
- ✓ Schedule the program date
- ✓ Make arrangements for any audio/visual equipment and room set-ups (chairs, tables, podium, stage, etc.); be sure to check out the reserved facility to make sure it is adequate fo rht e program – schedule another location if it will not work for your needs
- ✓ Write out a list of everything needed to make this activity successful and use as a checklist
- ✓ Decide the type of refreshments (if any) that will be available and if the reserved facility permits food and beverages to be served
- ✓ Indicate any costs (and determine if fundraising is needed) for obtaining program equipment, performers, supply purchases, etc. (i.e. tickets, printing of posters, decorations, food, speaker fees, sound, lights, etc.)
- ✓ Assign/delegate items on the list to a committee and/or specific member(s)
- ✓ Establish reasonable deadlines for each task to be completed
- ✓ Try to anticipate every conceivable thing that could go wrong and make plans to avoid or solve those potential problems before they occur
- ✓ Publicize the activity
- ✓ Follow up with all details
- ✓ Make sure officers attend the program
- ✓ Evaluate the program and take good notes to pass on