

# QUICK TIPS

## When Programs Aren't FUN!

(or reasons programs don't turn out quite as well as you planned.)

Think about these things as you begin planning your program:

### Design

not setting goals  
not getting input  
reaching wrong group  
not well planned

### Location

too far from students  
not comfortable  
too cold/hot  
too many distractions  
not known to students

### Publicity

not eye catching  
not enough  
not enough in advance  
not creative  
too cluttered  
poorly located

### Support

lack of communication to group members  
lack of involvement by group members  
lack of delegation to group members

### Facilitator/Presenter

not knowledgeable in area  
doesn't show up  
lack of agreement on topic or time limit of program  
poor expectations on turnout  
not enough time before program to prepare  
non-interesting speaker

### Miscellaneous

film doesn't work  
equipment doesn't work  
other helpers don't show  
room not set-up

## LEADER BITS

are available on the following topics:

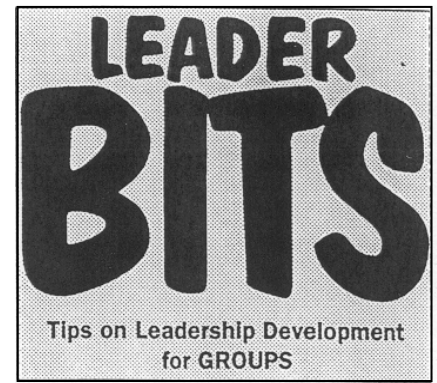
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
  - Group Performance*
  - Individual Performance*
  - Meeting Evaluation*
  - Program/Event Evaluation*
- Financial Series
  - Budgeting Organization Money*
  - Corporate Sponsorship*
  - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

## LEADER BITS

is a publication of the Student Involvement & Leadership Center (SILC). Copies are available in SILC, 400 Kansas Union, 864-4861.

SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

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The University of Kansas



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Programming is the intentional planning of an activity. It has a variety of forms (speaker, small group discussion, party, etc.) and a variety of purposes (educational, social, recreational, cultural, etc.)

The KEY to programming is involving others and having FUN!

### Program Planning Checklist

#### A. Before the program

- Formulate ideas, set goals; identify a location
- Get input from group members; appoint a committee
- Check campus-programming resources (SUA, OAC, KU Info) for possible time conflicts
- Pick up a University Events Form in OAC, 400 Kansas Union, to reserve a campus location
- Set the date and time
- Budget the cost of the program; investigate and secure funding for the event
- Plan timeline of program details (see backwards planning tips below)
- Make arrangements for accommodating the needs of presenter(s) - food, lodging, etc.
- Make arrangements for equipment - audio-visual needs, etc.
- Plan publicity schedule
- Confirm all plans one to two weeks prior to major event; one to two days prior to smaller event

#### B. Immediately prior to and during the program

- Arrive early, set up room, test equipment, and finalize details
- Make certain room is well lighted, well ventilated, and temperature controlled
- Greet presenter(s) and special guests
- Introduce presenter(s)
- Make participants feel welcome and comfortable

#### C. After the program

- Verbally thank the presenter(s) and audience
- Hand out and collect program evaluations from participants
- Ask presenter(s) for feedback on presentation
- Return equipment
- Pay bills
- Remove publicity from campus bulletin boards
- Evaluate the program - use audience, presenter(s), and committee feedback
- Send thank you note(s) to presenter(s)
- Thank committee members verbally or with thank you note.
- Consider follow-up programs based on evaluation
- Congratulate yourself on a job well done!

Check out the Leader Bits on Publicizing Events and University Events for more information.

Program Planning Checklist adapted from Blimling, G.S. (1989). The Experienced Resident Assistant

#### BACKWARDS PLANNING

Make a list of all tasks, which need to be completed before the program begins (see list above). Using a calendar and starting with the last thing on your list, write down the task on the appropriate deadline. Then look at the components of that task and plug them into the calendar. Continue with each other task on the list.

Assume your major event is set for October 30. Therefore all details should be completed by October 16 so that you have two weeks to confirm. So some deadlines might be:

- Publicity out on campus by September 15
- Reserve equipment by September 12
- Reserve location by August 25
- Make lodging arrangements for presenter by August 15
- Contact presenter by August 10

Then you must also look at these dates and work backwards from them. For example, if your publicity goes out on campus on September 15, when do your materials need to be completed and copied? How and when will they be distributed?

By working backwards, you plan for each component, making your planning more efficient and effective!