

hyper_links

..6 P's of Programming.. Planning

Picture the end
Plan a time-line
Place others in charge
Publicize
Present the program
Process the process

..50 Programming.. Ideas

ski trip - camping trip - guest speaker - mountain biking - tug of war - zany games - music recital - concert - food festival - fashion show - community theater - silent movie - pow wow - debate - protest rally - awareness week - shop - community service project - tour of a company - foreign film - controversial lecture - study skill workshop - theme dance - pizza party - Pictionary party - button making party - winter luau - improv comedy - ice cream social - mock New Year's Eve - Under the Sea dance - TV cliffhanger/ premiere party - holiday celebrations - theme dinner - barbecue - potluck - scavenger hunt - dating games - Twister tournament - chess tournament - dance off - lipsync contest - wacky hairstyle contest - create your own T-shirt contest - Karaoke - roommate game - comedy competition - casino night

.the.
>CONNECTION<

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**pro-
gramming**

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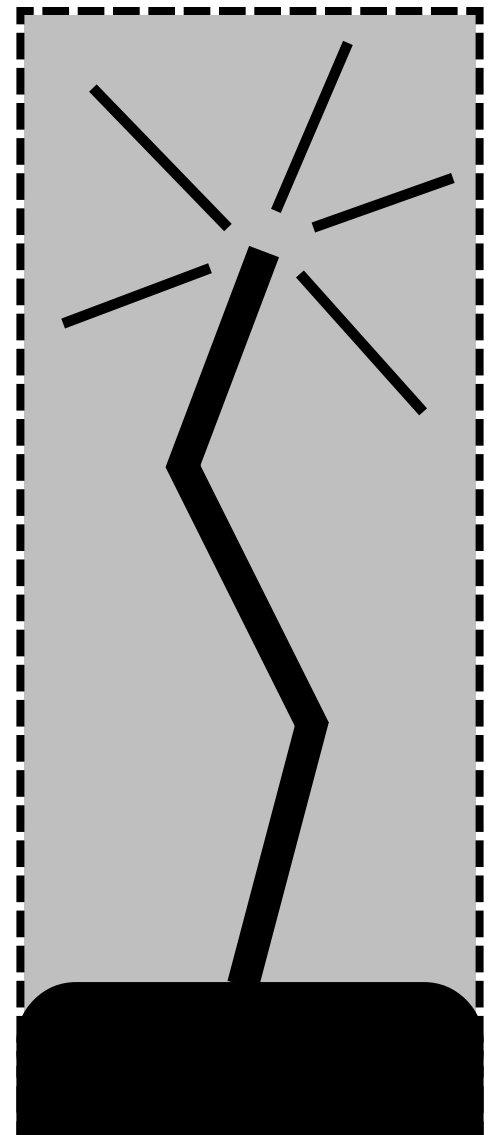
Student Organizations Office

(970) 491.1115
StuOrg@Otis.SC.Colostate.edu
Lower Level, LSC @ InfoToo
Colorado State University
www.SC.ColoState.edu/
StudentOrg

...

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Student Organizations Office
Colorado State University



>>When Programs<< Aren't Fun

Think about these common mistakes that are often overlooked 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 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
- does not show up
- lack of agreement on topic or time limit of program
- poor expectations on turnout
- not enough time before program to prepare
- not interesting speaker

Miscellaneous

- film does not work
- equipment does not work
- other helpers do not show
- room not setup

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PROGRAMMING 101

by the Association for Student Activity and Programming at CSU

There are several important stages to follow to plan a successful program:

1. Needs Assessment
2. Concept
3. Proposal
4. Planning
5. Implementation
6. Evaluation

1. Needs Assessment Stage

What programs are needed, wanted, or useful? Here are a few suggestions for obtaining this information:

- Listen to what students are talking about.
- Ask students what they want to see.
- Administer a written survey--give a reward.
- Evaluate general health, safety, and attitude of campus--improve them.

2. Concept Stage

Now that you see the program can fill a void on campus and give students a fun, safe, entertaining and/or educational alternative to the daily, it is time to pull everyone's ideas together and to begin to design the program. Brainstorming involves:

- Quality of everyone's ideas
- No criticism

3. Proposal Stage

The proposal is the compilation of needs, goals, and resources pertaining to the proposed program. The proposal could include:

- The goal of the program
- The needs that are being addressed by the program
- Date and time--is there a scheduling conflict with other programs?
- Venue for the event
- Estimated budget
- Volunteers needed

4. Planning Stage

Detailed ideas have been generated. The goals of the program are clear. Now it's time to meet them.

- Secure a venue
- Find volunteers, if necessary
- Publicize, publicize, publicize
- Motive yourself, your team, and your customers to make a great program

5. Implementation Stage

It is time to make the program a success. The right concept with the appropriate planning and publicity will make it one. During any program, remember these things:

- Ensure the performer is happy and the payment is arranged, if applicable.
- Meet with the setup and cleanup volunteers and describe their role in the program's success and what needs to be done.
- Start on time.
- Prepare a brief opening for live performances.
- Evaluate and ensure general safety of those present.
- Enjoy the program, but remember that you are running it.
- A closing is optional. When closing, thank the performer and the audience for coming, and repeat upcoming programs and membership information.

6. Evaluation Stage

Evaluation is one of the most important steps for future programs. When all is said and done, these questions must be asked and recorded for future use:

- Were the goals of the program met?
- Was there enough publicity?
- Did we spend too much money? Too little money?
- How can we make the program better next time?
- Has an evaluation form been filled out?