



# Leadership Handouts

## Personal Development Series

Activities Resource Center  
Department of Campus Activities  
University of Houston

### Program Checklist

Programs just don't happen overnight. Planning, thought, and resources must be dedicated to achieve the best possible program. The following is a checklist of items you may need to accomplish your programming needs. See the ARC *Program Planning* handout for more helpful ideas.

#### I.

#### Pre-Planning

- Brainstorm ideas
- List available resources
- Assess students' needs
- Narrow down ideas
- Gain support
- Create committees

#### II.

#### Covering the Basics

- Register as a student Organization
- Complete Event Registration
- Reserve possible room (UC Reservations UC 210, 743-5287)
- Program Funding (Activities Funding Board- UCU 51, 743-5180)

#### III.

#### Setting Course

- Equipment needed –projector, cash box, tickets, PA system, etc.
- Make technical requirements – projectionist, electrician, custodial
- Security – Check the Registered Student Organizations Manual
- Task sheet for volunteers
- Contracts – negotiate well in advance of program date
- Reserve transportation
- Reserve Hotel/Rooming arrangements
- Marketing Plan – Fliers, posters, banners, etc.
- Food Arrangements – (Chartwells Dining Services)
- Confirm AFB Funding – Reimbursement basis only!
- Confirm all arrangements 1 week before event
- Purchase supplies – Keep all receipts
- Worker/Volunteer Sign-up sheets
- Plan hospitality
- Plan introduction
- Create an itinerary and brief volunteers

#### IV.

#### Event Time

- Follow Schedule
- Welcoming Committee
- Set up early
- Check on all items – hospitality, food, Room Set-up, etc.
- Meet and escort performer
- Have Fun!



**V. Program Completion and Follow Up**

- \_\_\_ Escort Performer
- \_\_\_ Clean room/venue
- \_\_\_ Take down all advertisements
- \_\_\_ Evaluations/recommendations – audience/member surveys, round tables, etc.
- \_\_\_ Thank yous
- \_\_\_ Pay performer
- \_\_\_ Turn in AFB receipts

**Backwards Planning**

Backwards planning is an efficient way to ensure that all tasks get completed before your program. By working backwards before you ever start to go forward, you run less chance of overlooking an important component. Here's how it works!

1. Make a list of the tasks, which need to be completed before the program begins.
2. Using a calendar, start with the last task on your list to be completed before the program.
3. Write it on your planning calendar on the appropriate date, and then consider its components or sub-tasks. If there are component tasks which need to be completed, work backwards with them and plug them into the calendar.
4. Then proceed with the next to the last task to be completed, and so on.

For example, assume that your program date is October 1. As you look through the list of 25 tasks, which need to be completed between today and then, you decide that visitor's schedules should be completed and in the hands of those involved by September 16.

Since you know that there are 10 schedules, you decide that they must be ready for typing by September 15. That means that you need travel schedules, times, and places of activities, accommodations by that date. But the travel department requires two weeks notice. So this component task must be completed by September 1. Then continue forward until all the tasks are on your calendar and you are ready to start working on your program today!