Programming
On Campus

Great programming begins with careful preparation….

The number one factor that occurs with a poorly planned program is poor time management and poor communication. By giving yourself enough time to gather ideas, create a program, and ensure you have enough resources, you will find programming to be easier than you thought.

Begin with your date, time, and location-Refer to the online booking system and the campus calendar to make sure you are not double booking with another event.

Find a point person-Who will be the person who is responsible for this event? There can be several people who are leaders but you need to make sure you are defining roles for people.

Assign tasks-Make sure you have roles for your members to fulfill. Remember you will need people to help set-up and tear-down for your event.

Research for estimates-Make sure you understand what supplies you will need along with the number of people attending the event. It is better to have overstock of items than run out in the middle of your event.

Construct your timeline-You want to include items such as when you will buy supplies and when you will begin promoting your event.

Create a Plan B-You want to have a backup plan just in case things go awry and communicate your plans to all parties including listing an alternative location/plan on your promotions. For example, a rain location for your outside cookout may be in Hubbard Hall.

The assumption for a small campus is that with any event that many people would know about it based on a tight community. But this is not the case, as event planners you must relentlessly promote your event because you are competing for people's time.

Running and managing an event can be stressful. Below are some useful tips to put your mind at ease.

Review your event-Set some time aside before the event to go through the event in your head. It may help clarify what you need to be doing and may reveal any items you may have overlooked.

Keep Calm-Throughout the event, even if something goes wrong, stay calm. Your volunteers are looking to you for leadership and guidance. Getting frustrated will only give permission for your peers to do the same.

Delegate-You do not need to be setting up everything for your events. Make sure to share the tasks as it will give others experience.

Be Accessible-Make sure that people know how to get ahold of you throughout the event.