When Programs Aren’t FUN!
(or reasons programs don’t quite turn out as well as you planned)

DESIGN
• Not setting goals
• Not getting a variety of input
• Reaching the 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
• Not knowledgeable in that area
• Didn’t show up
• Lack of agreement on topic or time limit
• Poor expectations
• Not enough preparation
• Not interesting

MISCELLANEOUS
• Too much other stuff going on
• Equipment/film didn’t work
• Helpers didn’t show
• Room not setup

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Copies are available from the O|SA in MSC-1 or by calling extension 3127.

The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.
Programming is the intentional planning of an activity to meet some need. It has a variety of forms (speaker, small group discussion, party, etc.) and a variety of purposes (educational, social, recreational, cultural, etc.).

The KEYS to programming is involving others, planning well, and having FUN!

—PROGRAM PLANNING CHECKLIST—

Before the Program
- Formulate ideas, set goals, identify a location
- Get input from other group members; appoint a committee, if possible
- Check campus programming resources (O|SA, YAC, President's Office) for possible conflicts
- Call GAPS to reserve the location
- Set the time and date
- Budget the cost of the program; investigate and secure funding for the event
- Plan the timeline of program details (see “Backward Planning” below)
- Make arrangements for accommodating the needs of presenters (food, lodging, etc.)
- Make arrangements for equipment (audio-visual needs, etc.)
- Plan the publicity schedule
- Confirm all plans one to two weeks prior to a major event; one to two days in advance for minor

Immediately Prior to and During the Program
- Arrive early, setup the room, test equipment, and finalize details
- Make certain the room is will lighted, ventilated, and temperature controlled
- Greet the presenter(s) and special guests
- Introduce the presenter(s)
- Make participants feel welcome and comfortable

After the Program
- Verbally thank the presenter(s) and audience
- Distribute and collect program evaluations from participants
- Ask the presenters for feedback on the presentation
- Return all equipment
- Pay all the bills
- Remove publicity
- Evaluate the program, using audience’s, presenter’s, and committee feedback
- Send thank-you notes to all those involved in the program (presenter, committee, etc.)
- Consider follow-up programs based on the evaluation

BACKWARDS PLANNING

Make a list of all the 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— all the details should be completed by October 16 so that you have two weeks to confirm. 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 the 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, by what date do your materials need to be completed and copied? How will the be distributed?