

## PROGRAM PLANNING CHECKLIST

- \_\_\_ Complete a needs assessment
- \_\_\_ Select a program topic
- \_\_\_ Determine goals of the program
- \_\_\_ Confirm the speaker/performer, etc. (if one is needed)
- \_\_\_ Confirm the date and time of the program
- \_\_\_ Reserve the location
- \_\_\_ Confirmation letter sent to speaker/performer (if there is one)
- \_\_\_ Complete a budget
- \_\_\_ Contact Bon Appetit and complete necessary paperwork (if being catered)
- \_\_\_ Hold an orientation meeting with those involved in the program (performer, etc.)
- \_\_\_ Reserve/order any needed equipment
- \_\_\_ Gather needed materials (handouts, markers)
- \_\_\_ Design publicity and or campaign (flyers, banners, door hangers, teasers)
- \_\_\_ Prepare introductions and closing remarks (if needed)
- \_\_\_ Decide on an evaluation measure (how will you know if the goals of the program have been met?)
- \_\_\_ Set up the room conducive to the program
- \_\_\_ Thank folks for attending event
- \_\_\_ Thank all those involved with planning and implementation of program (and send thank you notes)
- \_\_\_ Evaluate the program Were the goals of the program met? Is the program worth repeating? How could it be done better in the future?
- \_\_\_ Return any borrowed equipment
- \_\_\_ Pat yourself on the back for a successful program