



Program Planning

Are you interested in planning a program or event on campus?

Are you unsure of where to begin with the planning process?

This brochure will outline the basic steps for accomplishing just that! Whether you are looking to plan a party, bring a speaker to campus, host a dinner and discussion about a critical issue, or simply hold a meeting in an academic space, there is a process that you must follow in order to guarantee proper space reservation and event registration. While this information will not be all you will need to get this process underway, it will serve to point you in the right direction and familiarize you a little bit with the process of program planning.

Event Planning Checklist

Paperwork	Yes	No
Social Event Registration Form Completed/Submitted?		
Event Registration Form Completed/Submitted?		
Contract Needed?		
Contract Submitted for approval and review by SALD?		
Sound Co-Op Paperwork Submitted?		
Room/Space Reserved?		
Chapel Reservation Paperwork Completed/Submitted? (If appropriate)		
CFA Reservation Paperwork Completed/Submitted? (If appropriate)		
Budget		
Budget Created?		
Amount Needed for Event: \$.00		
Funding Acquired?		
Amount of Funding Acquired: \$.00		
Furniture Needs (Requested 3 Working Days in Advance)		
Staging		
Tables		
Chairs		
Garbage Cans		
Recycle Cans		
Podium		
Technology Needs		
Access to Technology Closet?		
DVD/Video?		
Power Point?		
Microphone?		
Security		
Event Staff		
Sound Support		
Sound Co-op?		
PA System?		

For any of these requests, please go to the Office of Student Activities and Leadership Development

Questions to Ponder....

In general, when planning an event there are many things to think about. It is important to consider the following questions to make sure your event is a success.

- What is the goal for this event?
- Who is the intended audience?
- Is there a person assigned to this event? If not, who has been delegated which tasks?
- What other organizations might be interested in helping and being involved?
- What is the ideal location?
- What might be some alternative locations?
- What day of the week and time of day are best for the audience we are hoping to reach?
- Do we have enough funds? If not, what alternative sources can we tap into for further support?
- What will be some effective means of advertising for this event?

"The one who fails to plan, plans to fail"

--Unknown



Quick Tips

Forms, Forms, Forms!!!

Once you have finalized your event details within your organization, been recognized by the WSA and begun your process of applying for funds from the SBC there are many forms that will need to be filled out to finalize your event planning process. Whether they be for funding, space reservation, or event registration, they are all listed below with descriptions. Please plan on meeting with a staff member in Student Activities to finalize your planning process.

Social Event Registration Form: Serves as a way to register social events, reserve space, request event staff, and provide information about party hosts.
(Due Tuesday before event at 5pm)

Event Registration Form: Serves as a way to reserve space for and register any event taking place in an academic space after 4:00pm on a weekday or on the weekends, as well as a way to request furniture, audio/visual hook ups, electrical needs, or catering at any event.
(Due 5 working days before event, 3 Weeks for events in Memorial Chapel or the '92 Theater)

Community Development Fund Application: The fund is available to offset the programmatic costs incurred by the hosting organization for an event specifically designed to build community and/or build out of the classroom learning experiences, and to cover costs not normally covered by WSA funding. (Due 2 weeks before event)

Supplemental Event Fund Application: This fund is available to offset the programmatic costs incurred by the hosting organization for a social event and to cover costs not normally covered by WSA funding.
(Due 2 weeks before event)

All of these forms are available at:
www.wesleyan.edu/stuact

Pieces of Leadership
brochures are available on
the following topics:

Budgeting
Communication
Conflict Resolution
Delegation
Facilitation
Goal Setting
Group Dynamics
Ice Breakers/Team Builders
Mission Statements
Motivation
Officer Transition
Peer Supervision
Program Planning
Qualities of a Good Leader
Running a Good Meeting
Stress Management
Time Management
Wellness

*The information provided in this brochure
was adapted from:*

The Office of Student Activities and
Leadership Development
www.wesleyan.edu/stuact

For more information on the topics
listed above or to access the
resources in our
Leadership Library,
please visit the

Office of Student Activities and
Leadership Development

Located on the
First Floor of the
Usdan University Center
860-685-2460

or check out our website at

<http://www.wesleyan.edu/stuact/>



Tips for the Wesleyan Leader

PHOTOGRAPHY

WESLEYAN
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*Building your Leadership
one piece at a time...*