

## Programming Checklist

| <b>Program or Event Name:</b>       |   | <b>Notes:</b> |
|-------------------------------------|---|---------------|
| <b>Purpose:</b>                     | <ul style="list-style-type: none"> <li>• What is the purpose of the program or event?</li> <li>• How does it connect to your chapter's values?</li> <li>• Does it further your chapter's goals/align with priorities? If so, how?</li> </ul>  |               |
| <b>Intended Audience:</b>           | <ul style="list-style-type: none"> <li>• Who is this program or event intended to engage? (i.e. chapter members, alumni, campus community members)</li> </ul>   |               |
| <b>Budget:</b>                      | <ul style="list-style-type: none"> <li>• What supplies will be necessary for this event?</li> <li>• What is the cost for each item needed?</li> <li>• Have you price checked each of the items?</li> <li>• Do you have any reusable items in your chapter's inventory for this event?</li> </ul>                    |               |
| <b>Date &amp; Location:</b>         | <ul style="list-style-type: none"> <li>• What is your first choice date? Second choice?</li> <li>• What is your first choice in location? Second choice?</li> </ul>   |               |
| <b>Forms &amp; Campus Protocol:</b> | <ul style="list-style-type: none"> <li>• Have you completed any necessary forms through OGL?</li> <li>• Have you submitted requests for on-campus reservations if necessary?</li> <li>• Is this event submitted for approval on AnchorLink?</li> <li>• Have you submitted this event to be added to GME?</li> </ul> |               |
| <b>Marketing:</b>                   | <ul style="list-style-type: none"> <li>• Have you created a promotions and communications plan?</li> <li>• What message needs to be relayed to your intended audience?</li> <li>• What is the most effective channel/platform to communicate to your intended audience?</li> </ul>                                  |               |
| <b>Other Things to Consider:</b>    | <ul style="list-style-type: none"> <li>• Registration, ticketing, or RSVP?</li> <li>• Food, catering, and dietary restrictions?</li> <li>• First-aid, safety, and risk management preparation?</li> <li>• Contracting and third-party vendors?</li> <li>• Off-campus event? Multi-day event?</li> </ul>             |               |

**Now it's time to create a to-do list/project management plan....**