



## Program Planning Guide

Chairperson Responsible: \_\_\_\_\_ Phone #: \_\_\_\_\_

Co-sponsoring organization(s), if any: \_\_\_\_\_

*\*If you're co-programming, be sure to complete the co-programming agreement and submit a copy with this guide.*

### What do you want to do?

Goal(s) of program:	<b>Event Information</b>
	Title:
Target Market:	Date:
	Time:
	Place
	Contact Name/Number:

*How will we know if we had a successful event? Define success for your event:*

### Identify and Handle Logistics

**Basics: Reserve event facility and equipment (if necessary).**

- **Contact Event Services at x4143 to reserve meeting rooms and/or Dining Hall, Ranger Grille**
- **Contact Media Services at x4265 to obtain additional media equipment**

<b>Facility Reserved:</b>	
<b>Rain Location (if needed)</b>	
<b>Equipment Reserved (if necessary)</b>	
<b>Ranger Station Pub Reserved*</b>	

*\*Requests for Pub presence at a University-Sponsored event must be approved in advance by the Director of Student Activities. Consult the Club/Organization handbook for more information.*

**Execute Paperwork:** Contracts and check requests must be turned in two weeks prior to event to ensure payment.

Questions? **Check with your advisor!**

