HOW TO

PLAN A PROGRAM

ASSESS YOUR RESIDENTS` NEEDS

First, consider the needs of your residents. What are they interested in? What would be life giving for them? What do they need?

Ex: My residents have been stressed and overwhelmed lately

SET OBJECTIVES

Now that you have identified a need, you need to set objectives. What do you hope to accomplish through the program?

Ex: Give my residents space to unwind and practice self-care

COME UP WITH AN IDEA

Now it's time for the fun part! What program addresses this need and will fulfill the objectives you hope to accomplish?

Ex: Coloring Night

INVOLVE OTHERS

Depending on your idea, you may need to involve others. Are there any RAs/faculty who are uniquely able to help you put together this program? Are there any residents who are eager to help you could delegate to?

GATHER MATERIALS

The next step is to gather any materials you'll need for the program. This could be snacks, craft supplies, a TV/projector, etc.

Ex: Print coloring pages, ensure there are enough colored pencils/markers

ADVERTISE

To ensure you reach the widest number of residents, you'll need to advertise. This could be making posters and hanging them around your floor/section, sending a text in your GroupMe, or posting a Canvas announcement.

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CREATE YOUR AGENDA

Now you need to figure out the timing/flow of the event. When should things be happening? Do you need to provide instructions?

Ex: Making tea followed by coloring and prayer

EXECUTE

You've made it! Now's the time to actually execute your plan. Make sure that you get there early enough to set up anything that needs set up and follow your agenda!

WRAP UP

After the event is done, you'll need to clean up, thank any guest speakers/partners, and leave the space looking at least as good (if not better) than you found it!

ASSESS HOW IT WENT

This could be by verbally asking, gathering quotes, taking pictures of the event, appropriately logging (whether that be in required logs or in notes to self), etc.

FINAL CHECKLIST

- [ ] What food will you provide? Drinks?
- [ ] Do you have all supplies needed to eat the food (napkins, plates, utensils, cups, etc.)?
- [ ] How much prep time is needed so people aren't standing aorund?
- [ ] Will you need any table/carpet coverings to prevent damage to surfaces?
- [ ] Do you need to send a thank you note?
- [ ] Anything else specific to your program not listed?