

How to Coordinate a Program

NAME: _____

large-scales



seasonal

socials

needs-based

a bit different as they should be run in groups of max 2, but can be building-wide at the discretion of the RLM

Programming Timelines

choose and generate ideas

prep work w/checkpoints

create and delegate tasks

Run the program + clean-up

if asking a campus partner to collaborate we need to give them at least one month notice

Notes + Ideas

Think: what can go wrong when RAs are brainstorming/how do we make sure things stay realistic

Making Groups

when putting folks into groups for larger programming, consider the following:

- balance new and returning staff
- skills they bring
- different personality types/how people work together

Consider

- spitting Co-RAs for needs-based
- now having too many RAs from the same faculty on a program

- keep a visual (ie: mind map) to track ideas
- Use the 'yes and' rule
- set a time limit for changes/new ideas
- use voting
- manage the conversation, prompt quiet folks to share too
- speak 1:1 if someone is constantly dominating the conversation

How to plan a program:

if someone needs help, check that they have done these things and are on-track for success :)

who is involved

what do we need to do in advance

Think

who/what is the program serving

Additional Considerations



what if there isn't enough for everyone to do?



what does respect and morale look like for this group



reasonable expectations



good communication



even, reasonable workloads



when to check-in



accountability

start at least a month in advance when possible to give yourself lots of time

give yourself enough time day of

→ Before:

- think of program ideas
- think about what your goals are, what kind of program you want to do
- research any background information you may need

→ Planning

- submit a program proposal and budget
- create advertisements and get them printed
 - also think about group chat messages, emails, door tags, personal invitations
- Confirm any partnerships you may have
- If working with others ensure planning is split evenly
- ask for help with space booking if needed

→ Week-Of

- purchase any supplies you may need
- send out reminders (posters should be up two weeks in advance ideally)

→ Day-Of

- pick up any supplies that you are borrowing
- set up with plenty of time

→ At the Program

- be welcoming to folks coming in and out
- facilitate interactions between residents

→ After the Program

- leave the room better than you found it
- clean and return any equipment
- program log + expense report
- talk to the PRAs about any leftover supplies