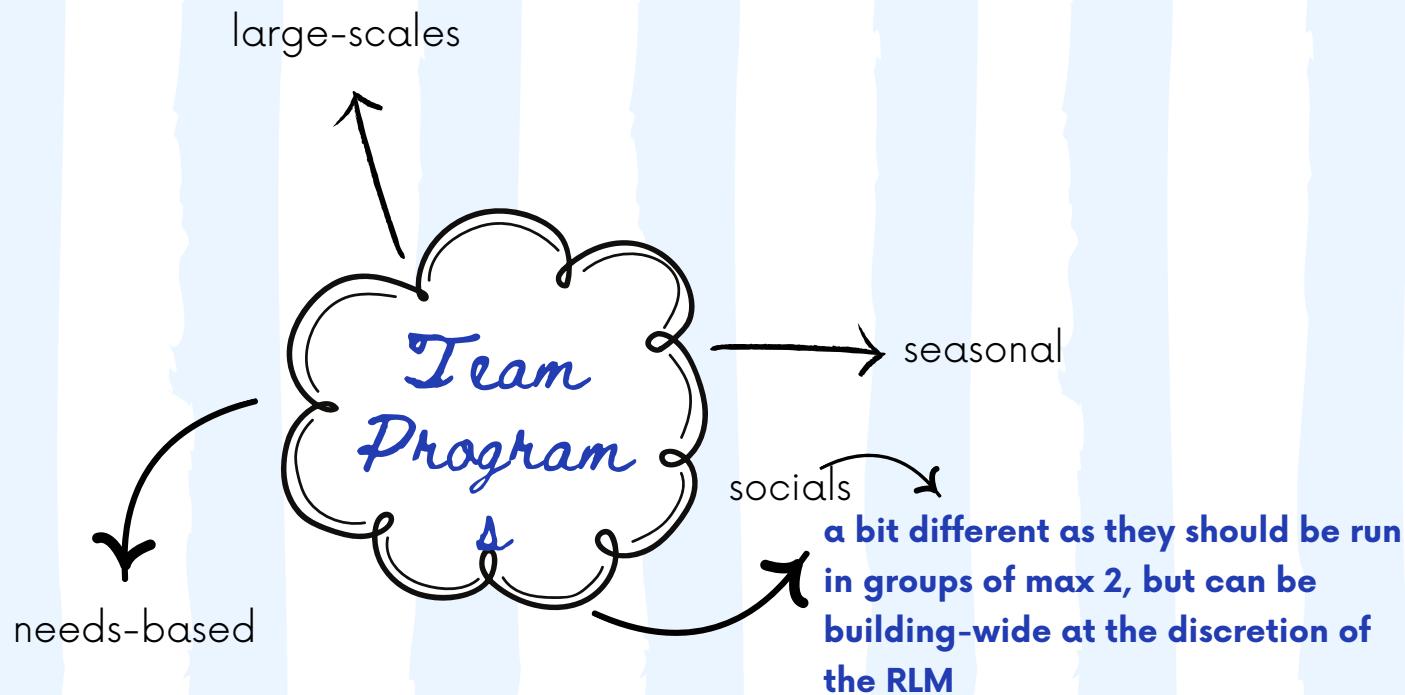
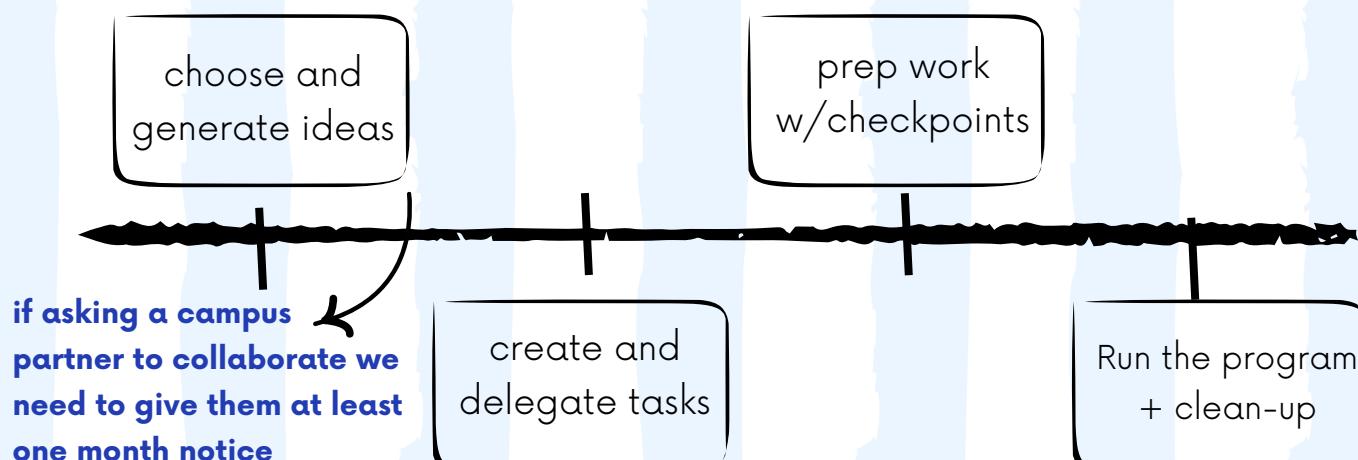


How to Coordinate a Program

NAME: _____



Programming Timelines



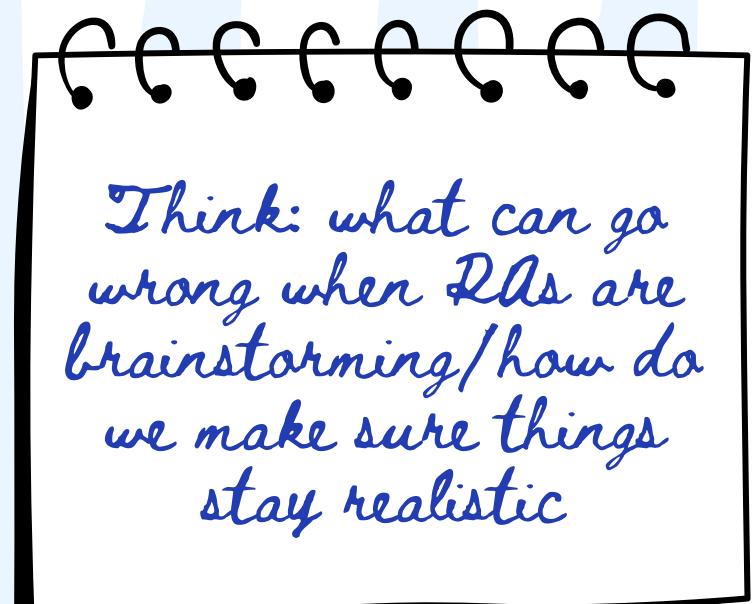
Making Groups

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

- splitting 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