

Programming Tips . . .

- Double check one week before the event to make sure that you have the space and all necessary equipment reserved.
- Make sure that your flyers and ads have all the information necessary and are legible.
- Involving the whole group in the planning and organization of events creates ownership and helps to build a working team.
- If you're not sure about something, ask your advisor or someone from the Office of Student Activities.
- Take time to evaluate your programs and come up with ideas for how to improve them for the next time.
- Give yourself enough time before the event to set it up, and after the event to break it down and clean up the space and make sure you have students committed to staffing the event to help it run smoothly.
- Keep an open mind! Just because you have always done it a certain way doesn't mean you always have to do things that way.
- Don't sweat the small stuff! Remember that if something minor does not work out the day of the program it is ok. The people attending the program will not notice.