

**Appendix B.**  
**Program Planning Checklist**

# Program Planning Checklist

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## Program Topic:

- ☀ Why have you chosen this topic?
- ☀ What need have you seen that indicates this program is necessary or would be helpful?

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## Program Date/Time

- ☀ Did you check to see if there are other competing events at this date/time?
- ☀ Is this a good day of the week for a program – are students likely to attend on this day?
- ☀ Is this a good time of day for a program – are students likely to attend at this time?

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## Location

- ☀ Have you identified the type of room that will work best for this event?
- ☀ Have you reserved the room? (See “Reserving Meeting Space on Campus” section of the handbook for locations and contact numbers.)
- ☀ If it requires transportation to get to this location, do students have transportation? Is there sufficient parking? Do they need special parking permits?

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## Guest Speaker

- ☀ Will you have a guest speaker?
- ☀ Have you confirmed the date/time/location/topic with him/her?
- ☀ Does he/she need a parking pass, a meal ticket, etc.?
- ☀ Have you identified a place where you will meet your speaker?
- ☀ Do you have a “thank you” card/note ready to send to the speaker after the program is over?

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## Resources

- ☀ What resources do you need?
- ☀ Where will you get them?
- ☀ How will you pay for them if there is a cost?
- ☀ Who will assist you with the program? You might consider involving learning community students in the planning.

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## Food/Snacks

- ☀ Will you have food/snacks?
- ☀ What will you provide?
- ☀ How will you pay for them if there is a cost?

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## Other Costs

- ☀ Are there other costs of which you need to be aware?

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## Approval Needed

- ☀ Does this program require any special approval? If it's an outdoor program on campus, you'll need to submit an Activity Authorization form to the Student Activities Center. See <http://www.sac.iastate.edu/EventAuth/eacprocess.htm> for information.
- ☀ Does the program comply with policies of the university or Department of Residence (if held in the residence halls)?