

# Organizing a Program

## A Process That Can Help: APPPE

The APPPE process is a quick and simple look at how to organize a successful programs.

### Assess Purpose Plan Promote Evaluate

**ASSESS!** -To help you know **what your residents want and need** and to find out **what resources are available**, here are some possibilities:

- ◆ Use a survey.
- ◆ Inquire about how life is going. Ask about their dreams, frustrations and interests.
- ◆ Observe what they spend their time on.
- ◆ Pay attention to their complaints and topics of discussion.
- ◆ Suggest things and see what their reactions are.
- ◆ Ask an expert: Your Hall Coordinator or Assistant Hall Coordinator.
- ◆ Consider your own interests and needs, since you have a lot in common with your residents.
- ◆ Ask fellow leaders & advisors about what has worked for them.
- ◆ Keep your eyes, ears and mind open for scheduled events and resources: community website, newspapers, MyUNiverse, flyers, class announcements

**PURPOSE!** -To give you a clear direction for a program, clearly determine what that program's purpose is:

- ◆ Ask yourself... "What am I trying to accomplish for participants (and myself) through this program?"
- ◆ Make this answer the guiding force in how you organize and publicize your program.

**PLAN!** -Once you know the purpose, use this process to help you pull all the details together, in the right order:

- ◆ Create a mental picture of your program: Who will be there? Where *is* there? When (date, day, time, for how long)? What will be happening?
- ◆ If you plan your program at an academic building, all weekend uses of academic spaces need to be reserved through Bill McKinley. You can contact Public Safety to arrange for access to an academic space, and you may need to get a key from the Registrar's Office.
- ◆ Use a REVERSE TIMELINE to plan the details:
  - Start with the moment your program will end and work your way backward.
  - Figure out when you need to arrange for people, places, props, etc. (an hr before, a day before, a week earlier...)
  - Write notes to yourself on your calendar on the days and times it makes sense to attend to the details.
  - Follow your plan, just as you laid it out, to make your vision come true.

**PROMOTE!** –Make all of your hard work to organize a program pay off, promote it and they will come!

- ◆ Believe in the value of what you are putting together!
- ◆ Involve your residents in the planning of your programs, so they will promote with you.
- ◆ Start announcements about two weeks before your event.
- ◆ Build on that with (1) creativity and (2) frequency and (3) personal contacts.
- ◆ Knock on doors at the last minute.
- ◆ Start early and keep up the promotion, right to the moment the event begins.
- ◆ Tell those in attendance about your next program!

**EVALUATE!** –Evaluate what happened and how it went so you can learn from it and be smarter for the next program.

- ◆ Create a program evaluation to ask for feedback from participants.
- ◆ Reflect on how close you came to fulfilling the purpose you intended and consider what you learned!
- ◆ Record your reflections, briefly, on a Star Community nomination.

Practice. Learn from your mistakes. Practice some more. You'll eventually get to be a whiz at planning programs, Good luck!

## Programming Formats

Here are some examples to help you make your programs stand out and be noticed!! Create your own formats, as well!

- Video/TV: Get others together in your room to look at some thought-provoking movie or TV special and talk about it afterward. Rent one and challenge viewers afterward to discuss the issues it raises.
- Tournaments and Contests: Organize all sorts of tournaments: ones requiring athletic skills or just based on games like Monopoly, Hearts, Chess or anything that doesn't involve gambling.
- Faculty: Invite faculty members to get involved in such things as attendance at athletic or arts events. You can also arrange to take a faculty member to lunch for free. Just contact your hall desk.
- Campaigns: No, not political things. We're talking about on-going "campaigns" or commitments, such as study-buddies, bikers breakfast club, a posters series on eating disorders or some other topic.
- Religious: Because you represent a public educational institution, it is important that your promotion of religious programs clearly state that it is religious in nature. Often, this can be done by identifying the sponsoring organization or background of the presenter.
- Theme: A month-long or week-long theme is a good way to tie together number of programs which address the same broad topical area.
- Ninety-percenters: Whenever someone else on campus has done 90 percent of the work for a potential program for you (by planning a big event like outside speakers, Handicapped Awareness Week, FUNION, etc..), determine what needs the program would meet, decide on your purpose and do what needs to be done to turn it into a great program.

Community Service: Reaching out into the community to do programs with Big Brothers/Sisters, Boys/Girls Club, local homes for the elderly or other special populations, Red Cross, etc.