Quick Tips
The 6 Ps of Program Planning

Picture the end
Plan a timeline
Place others in charge
Publicize
Present the program
Process the process

LEADER HINTS

Are available on the following topics:

- Conflict Resolution
- Constitution & Bylaws
- Delegation
- Difficult Member
- Event & Program Planning
- Fundraising
- Goal Setting
- Icebreakers
- Meetings & Minutes
- Motivation
- Officer Transition
- Recruiting New Members
- Retreats
- Stress Management
- Team Building
- Time Management

For further assistance with all aspects of student event planning, scheduling and organizing please seek an appointment with the Student Activities Staff or the appropriate ASUN Executive Officer.

For more information, call 784-6589

Leader Hints is a publication of the University of Nevada, Reno Student Activities Department.

This information was compiled with leadership materials from the:
University of Texas San Antonio      University of Kansas
University of New Mexico            University of Nevada Reno
**Picture The End**

Create a picture of what you want the program to be like.

Brainstorm ideas for the program.

Be flexible. Build some extra time into your schedule to allow for the unexpected.

**Plan A Timeline**

List each task that needs to be accomplished.

Decide how long it will take to complete each task.

Put the due date for each task on the master calendar.

Post the calendar in a conspicuous place. The more often people see it, the more likely they are to remember to follow through.

Build in flexibility, but at the same time create the expectation that people will complete their tasks on time.

**Place Others In Charge**

Make sure your committee can represent your target audience.

Communicate everything to your members. If they don’t know what they are supposed to do, they can’t help. Post It! Start a phone or email chain.

Have work days as well as play days. Make it everyone’s responsibility to do the work as well as have fun.

Assign small jobs to lots of people. If they are to feel a part of the project, members must have some responsibility.

**Publicize**

Get “teaser” information out early. Don’t give away all of the information, just part of it.

Use different types of publicity. Remember that different people look at, hear, and read different things.

Use a theme.

**Present The Program**

Confirm EVERYTHING at least a week before your program, and again a couple of days before.

Take nothing for granted. Remind everyone of everything.

Sign up more personnel than you need — just in case.

Have a dress rehearsal. Find the kinks in the presentation by pretending you are an attendee.

Take pictures. Sometimes they do a better job of telling the story than your written records can.

**Process The Process**

Celebrate the fact that it is over!

Thank EVERYONE involved.

Ask yourself how it went: What was good? What would have been better?

Make a notebook for next time, including a timeline and lists.