## Quick Tips

### Resources for Events:

*Student Activities Center :*
Stop by to find assistance in connecting with campus resources that may be of assistance to you.
Available in our office for check out :
• Tables and Chairs (light weight)
• Small PA Sound System
• Outdoor Space Reservations
277-4706    SUB Room 1018

*Student Special Events:*
Fill out a co-sponsorship form and come to a meeting to present your event proposal.  (Form available online at www.unm.edu/~sse or in office)
• $500 in co-sponsored funds
• Tents / canopies
• Sound equipment
277-5602    SUB Room 1064

*ASUNM :*
Complete a senate appropriations form, turn in, and get information about attending required meetings.
• Funding
277-5528    SUB Room 1016

*GPSA:*
See the projects committee for $500 in assistance. See the Council for larger amounts.
• Funding
277-3803    SUB Room 1021

*Student Union Building:*
Event Planning  can assist you with reserving the following :
• Rooms
• AV Equipment
• Catering
277-5498    SUB Room 3020

## Leader Hints:

are available on the following topics

• Agendas
• Advising Groups
• Budgeting
• Co-Sponsorship
• Community Service
• Conflict Resolution
• Constitution and Bylaws
• Delegation
• Difficult Members
• Elections
• Event and Program Planning
• Fundraising
• Goal Setting
• Group Performance Evaluation
• Icebreakers
• Individual Evaluation
• Meetings and Minutes
• Motivation
• Newsletters
• Officer Transition
• Parliamentary Procedure
• Publicizing Events
• Recruiting New Members
• Retreats
• Starting a New Organization
• Stress Management
• Team Building
• Time Management

*Leader Hints* is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706.
Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.

# Leader Hints

Leadership Development Tips for Student Organizations

## Event and Program Planning

# How to get from "What if...?" to "That was Terrific!"

## Picture The End

Create a picture of what you want the program to look 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 texting 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 clearly. 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 presentations 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 could have been better?

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

## 6 P's of Program Planning:

**Picture the end**

**Plan a timeline**

**Place others in charge**

**Publicize**

**Present the program**

**Process the process**