

PROGRAM PLANNING ANALYSIS
CHECKLIST

In order to facilitate efficient programs by individuals and organizations, this worksheet was designed. Its purpose is to provide an itemized thought-starting process and procedure as to WHAT may need to be done. HOW a particular factor is to be accomplished is another matter that involves either the particular individual or group's ingenuity and judgment and the seeking of adequate advisement.

ORGANIZATION

- Program Content-Objective
- Program Arrangement
 - Master of Ceremonies
 - Main Event
 - Confirmation
- Level of Support Needed for Program
- Labor (Number of persons, number of hours)
 - Skilled
 - Unskilled
 - Committees, Sub-committees
 - Chairperson, Sub-chairperson
 - General Availability, Sources
- Planning
 - Time-line Planning
 - Alternate Planning
 - Equipment
 - Programming
 - Location
- Testing
 - Equipment
 - Setting
 - Program
- Record-keeping
- Cancellation of Procedure
 - Deadlines
 - Amount of Notice
 - Who and how to contact
- Evaluation

FUNDING

- Source of Income
- Itemized Budget
- Petty Cash
- Reserve

SCHEDULING

- Indoor/Outdoor Location
- Capacity
- Date/Time
- Scheduling Conflicts
- Resolution of Scheduling Conflicts
- Clean up, Trash Cans
- Contract
- Travel Request
- Medical Release
- Administrative Approval
- Food Service Policy

SUPPLIES - EQUIPMENT

- Chairs
- Tables
- Food Products
- Utensils
- Risers
- Rental Equipment
- Tools
- Back-up Equipment
- Audio-Visual Equipment
 - Microphones
 - Speakers
 - Projectory
 - Tape Recorders
- Lighting & Power
 - Electrical Outlets
 - Extension Cords
 - Type of Lights
 - Timing Adjustments
 - Effect
 - Distance
 - Generator Sound

