A close up of a logo

Description automatically generated

**University Program Council**

**Program Planning Guide**

**This Planning Guide is designed as an aid for successful programming; the rest is up to you!**

|  |  |
| --- | --- |
| Event Title: | Coordinator(s): |
| Date: | Time (include setup and setdown): |
| Location: | Target Market: |

|  |
| --- |
| 1. Description of the proposed event. |
| 2. How does the program further the mission, vision, values of the Office of Student Life? |
| 3. Other important considerations, factors, obstacles for this event? |

Co-sponsoring organization(s), if any:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Entertainment (if applicable)**

**Name of Entertainer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Entertainment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agency Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contracted Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget Worksheet**

Description of Purchase/Vendor Units Amount

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Amount Proposed: $\_\_\_\_\_\_\_\_\_\_\_

**Advertising (on/off campus)**

**Describe marketing plans for the event:**

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