

# HOW TO PLAN AN ACTIVITY

## ASMCC Document A-04

1. **IDENTIFY THE ACTIVITY:** Can you answer the following questions on the activity?
  - a. **What is the activity?** Can you give a brief description of what it is and what will be involved?
  - b. **Who is the activity designed for?** Is it for a club, a class, the whole student body?
  - c. **When is the activity planned for?** Do you have a target date to plan your other deadlines around?
  - d. **How much will the activity cost?** Do you have money allotted for the activity? Is it enough, and can you get more if needed? Will there be a fee charged for this activity and is there a bookkeeping system to handle that account?

## 2. PLANNING THE ACTIVITY

**Step 1: Getting the manpower**—Assemble members of your committee through asking people you know you can depend on and who are willing to work, in addition to having “sign ups” or “recruiting”.

**Step 2: Getting the advisor**—In many aspects of activity planning and following through, it is highly recommended that you seek an advisor, or an adult staff member who is willing to assist you in planning and supervising the follow through of your plans.

### Step 3: How should we plan the activity?

- a. **Brainstorm:** After getting your committee and advisor together, “brainstorm” over every possible step that would be needed to plan the activity. As a guide, prior to brainstorming, remind the committee of the following guidelines:
  1. No idea is stupid, so no criticism of any suggestion is allowed.
  2. Let the ideas flow freely, let everyone complete their suggestion before moving on to the next one.
  3. Keep going until every thought is exhausted.
- b. **Weeding out ideas:** After looking at the completed list of ideas, go over each item SEPERATELY and OBJECTIVELY to see if it is an idea that is definitely valid and essential to your planning. If not, eliminate it from the list.
- c. **Prioritize the items:** After looking at the “slimmed down” list, asterisk (\*) or underline those planning areas that would require MAJOR attention. Have the committee keep in mind that these areas may be the basis for the formation of “sub-committees”, or related task groups to be responsible for these MAJOR items.

- d. **Chronological listing of the planning list:** After sorting out the “major areas”, have the group list the items in “chronological order”, or list what should be completed from first to last.
- e. **Assigning people to handle specific tasks:** After agreeing to the organization of the planning of the activity, asking your committee members to handle the major areas identified by the group.
- f. **Giving deadlines:** Since every task was listed chronologically, now you can assign DEADLINES, or target dates by which these steps should be completed. Make sure these dates are realistic.

**Step 4: Following through**—To help you in the planning and follow through, it is recommended that you also use the following forms:

- a. Checklist For An Activity.
- b. **Activity/Program Planning Guide**—After everything is plotted, make copies for all committee members.

Also, in following through, have periodic meetings to check on the progress of job assignments.

3. **PRIOR TO THE ACTIVITY** (Would suggest a target date of a week to 10 days prior)

- a. **Check up:** Make sure everyone has their areas of responsibility properly covered. If anything is not covered, find out why then make the proper arrangements. **DON'T SPEND TIME BLAMING AND COMPLAINING.**
- b. Activity day plan
  - 1. **Diagram the facilities to be used:** Get an idea of the physical area that you will be using.
  - 2. **List the major stations/areas of responsibility for the day of the activity:** Review stations then check manpower assignments to make sure these areas are covered.
- c. **Simulation/run through:** If possible, actually run through the activity in the facility to be used. For example, have the person assigned to handle registration for the activity actually practice having the “check in” table go through the simulation of collecting money and stamping hands for a dance.

The main thing to stress here is that as a chairperson, you are to supervise or “direct traffic”. You cannot physically do everything so make sure that those assigned know their duties well enough so that you won't have to worry about anything except for handling emergencies.

4. **DAY OF THE ACTIVITY**

- a. Brief run through
- b. **Make the proper acknowledgements:** If you are emceeding the activity, take time to properly acknowledge your “crew” for their work and efforts.

5. **AFTER THE ACTIVITY**

- a. **Send out your thank you notes/letters:** This is the official acknowledgement of their efforts. Take the time even before the activity to prepare these notes or letters so that you can get them out immediately after the activity date.



and objectives are continued in The Planning Details, The Problems—The Alternatives, and The Program Diary.)

### THE PLANNING DETAILS

1. Contribute directly to the objectives.
2. Are feasible.
3. Dated with shorter time frame than objectives.
4. Are measurable.

Refer to The Goals—The objectives completed sheets and re-enter each goal and objective as it is written. Goals may be recorded by entering the number and a key word describing the goal; objectives should be written in their entirety. As each goal will have several objectives, use a separate Planning Detail sheet for each objective.

The Goal: # 1 Key Word (s) Pride in I.S.U.

The Objective: \*six months prior to the summer orientation program, a pride packet of information relating to campus and community programs and organizations will be sent to all new students before they visit campus. A randomly selected evaluation will follow three weeks after school starts to determine the effectiveness of the packet.

Dates(s)		*List Tasks to be completed for each objective (Be specific)	List Resources, Supplies, Equipment, Arrangements
Start	Due		
2/3	4/30	Contact ISU Department of Communications to assist in gathering information concerning the University's outstanding achievements, programs, Departments, organizations, etc.	See Sandy Cline, Communications Dept.
3/3	3/30	Contact the Chamber of Commerce for material relating to shopping, entertainment, restaurants, transportation, etc.	See Director, Chamber of Commerce
3/15	5/30	Design, print and assemble 3500 I LOVE ISU buttons.	Contact Student Copy Center, and Union Board
3/18	3/20	Write letter of introduction and purpose of packet.	Student Life Office
4/1	5/30	Contact printing companies to print bumper stickers, button design, letter of introduction, "ISU Firsts: list, large envelopes.	Moore Langen/Student Copy Center, Pipp, Wood
5/15	6/1	Address envelopes to new students.	Obtain mailing labels, Computer Center
6/20	7/1	Stuff materials into envelopes.	Reserve room to layout material

7/4 7/4 Mail envelopes.

Send through ISU Post  
Office, Physical Plant

8/20 8/25 Develop questionnaires for evaluation.

Obtain computer labels for  
student names