

# Backwards Planning Planning Worksheet

## 2-3 MONTHS OUT

Brian storm ideas:

1. Goals/ purpose of program
2. Date, time, and location (consider a rain location/ rain date for events scheduled in outdoor areas)
3. Budget
  - a. Consider every element that may have a cost associated with it
  - b. Think about possible funding sources
  - c. Schedule time to meet with Coordinator of Business Services and SGA Treasurer to confirm budget and start accounting paperwork processes
4. Stakeholders
  - a. Include organizations or departments that can be involved
  - b. Delegate tasks to committee members and follow up on their progress
  - c. Consider volunteers duties the day of the program
5. Create deadlines for when things need to be accomplished

## 1 MONTH OUT

1. Work with Coordinator of Business Services to request contracts, vendor estimates, rental equipment, and schedule campus resources (Physical Plant, Aramark Catering, Copy Center, and Media Communications)
2. Confirm space reservation and set-up

## 2-3 WEEKS OUT

1. Start and continue with publicity of program
2. Confirm with the Coordinator of Business Service that IDT's for campus resources have been received

## 1 WEEK OUT

1. Confirm delivery/arrival and set of any rental equipment, or other off-campus resources
2. Confirm and communicate duties to volunteers
3. Confirm set-up/ arrival times for any on-campus resources
4. Have final planning meeting to cover last minute details
5. During this time remember... "Less planning more run-through"

## 1 DAY - 1 WEEK AFTER

1. Make sure all supplies are returned
2. Complete program evaluation (include planning notes, budget information, and promotional materials)