



RESIDENTIAL HALL PROGRAM PLANNING REPORT

Planning Timeline

4 Weeks before program.

- Co-Chairs and date of program identified.
- Co-Chairs provided the planning report and directions on how to complete it.
- Ideas brought to weekly staff meeting by the Co-Chairs for group discussion and identifying the program title and content.

3 Weeks before program.

- Co-Chairs complete first draft of program plan, should include Program Duties
- Co-Chairs meet with Resident Director for initial review of program planning.
- Program duties for Resident Assistants assigned at at weekly staff meeting.

2 Weeks before program.

- Final submission and review of program plan and adjustments made by Resident Director during Co-Chair Resident Director meeting

Remaining time should focus on the implementation of the program.

SAVE DOCUMENT TO
COMPUTER BEFORE
COMPLETING

Program Name

SCS SUCCESS Topic

Co-Chairs

- | | |
|---|----------------|
| 1 | Specialization |
| 2 | Specialization |
| 3 | Specialization |

Prospective Date

Time

Location

Program Description

Resident Assistant Roles and Responsibilities

1	Program Duty
2	Program Duty
3	Program Duty
4	Program Duty
5	Program Duty
6	Program Duty
7	Program Duty
8	Program Duty
9	Program Duty
10	Program Duty
11	Program Duty
12	Program Duty

Materials Needed

1)	Est.Cost
2)	Est.Cost
3)	Est.Cost
4)	Est.Cost
5)	Est.Cost
6)	Est.Cost

Estimated Budget

Advertising how are you going to advertise?

Posters

Door to Door

Social Media

Building

Announcements Lobby

Board

Door Flyers

Campus Flyers

Procedure (Plan how you will facilitate the program step by step)

Obstacles (What are possible obstacles/issues that you foresee and solutions)

Student Learning Outcomes

- 1). The participants will know or be able to;
- 2) The participants will know or be able to;
- 3) The participants will know or be able to;

The planning form is due before any materials are bought, at least 2 week before the planned event. The form must be reviewed and signed by the Resident Director. Any changes that the Resident Director suggests must be adjusted on the sheet and taken into account for the program to be official.

Resident Director Signature

Date