

Checklist for Activities

1. APPROVAL

Person Responsible

Student Activities Proposal Form

2. PUBLICITY

Newspapers and Radio

Flyers and Posters

Sidewalks

Banners

Table Tents

Posters

PIO Data Base Request Form

Messages where groups meet

Other: _____

ROOM/FACILITY

Properly scheduled and Confirmed

Call Carol Pruitt at 8581

Equipment scheduled and Delivered

Call David Hadley at 8381

Room/chair/podium arrangements

Call Janice Kasner at 8863

Lighting, air conditioning, etc.

Sign outside facility to announce mtg

Greeter at entrance for new members

Other: _____

AGENDA

Start and end on time

Written agenda

Purpose of meeting confirmed

Order of topics to be covered

Future meetings & activities

Robert's Rules of Order

GETTING ACQUAINTED

Introductions

Small vs. large group activities

WHAT THE GROUPS ARE TO DO

If a game, what game?

Materials needed

Other: _____

OVERVIEW

Lecture (introduction of speaker)

Audio/visual presentations

Scrap book

BRAINSTORMING

What is the problem/issue/project

Materials needed (chalkboard, markers)

Available resources

Prioritize/selection of alternatives

DISCUSSION & TASK ASSIGNMENT

Question and Answer time

Assign tasks and responsibilities

Repeat assignments, summarize

Set up for next meeting

FUN ACTIVITY

Is it planned?

Materials needed:

EVALUATION

Formal/informal

Effectiveness of meeting discussed

OTHER

Food service, call 8376
