**Implementing Quality Programming Guide**

The following document will help you to develop strong programming by walking through a process of implementing quality programming

**Areas of Development**

As you work to plan events remember that activities should focus around the six areas of development as noted below:

* **SigEp:** Knowledge and understanding of the Fraternity
* **Sound Mind:** Intellectual and academic growth and performance
* **Sound Body:** Physical health and wellness
* **Personal:** Emotional and cultural growth
* **Leadership:** Growth and experience as a leader
* **Professional:** Preparation for career success

**Implementation Quality Programming Process**

* **Assess:** Know what you want participants to get out of each event that you plan and ensure that you and your committee develop a balanced programming schedule
* **Plan:** Make a list of all the supplies you need and understand how the activity works. Make a list of tasks you need to complete before the activity. Know how much time you will need and how the activity will end.
* **Prepare**: Complete all tasks on your list and assemble any materials you will need. Coordinate with any speakers or venues that are involved in the activity to make sure everyone is on the same page.
* **Lead:** Show up prior to the activity to prepare and troubleshoot. Make sure participants know the rules and expectations. Execute the activity.
* **Evaluate**: With the participants, look back at the activity and assess strengths and weaknesses. Make a list of these items and keep notes for the future.

**Instructions**

Use the resources that follow to help guide you through these five processes. You can also use the frameworks presented in each to develop your own customized resources. For example, you can create your own “Project Schedule” using Excel or Google Sheets and make updates to it along with your committee to stay up to date on the progress of the project planning and execution for a specific event.

**Assessing Your Current Programming**

*It is important to assess the current state of your programming within the framework of these six core areas, for both under and upperclassmen. Spend some time writing down your current programs in each area as well as the strengths and challenges you face.*

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| **UNDERCLASSMEN** |
| **SigEp** | **Sound Mind** | **Sound Body** | **Personal** | **Leadership** | **Professional** |
| **Current Programs:****Strengths/Challenges** | **Current Programs:****Strengths/Challenges** | **Current Programs:****Strengths/Challenges:** | **Current Programs:****Strengths/Challenges:**  | **Current Programs:****Strengths/Challenges:** | **Current Programs:****Strengths/Challenges:** |

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| **UPPERCLASSMEN** |
| **SigEp** | **Sound Mind** | **Sound Body** | **Personal** | **Leadership** | **Professional** |
| **Current Programs:****Strengths/Challenges** | **Current Programs:****Strengths/Challenges** | **Current Programs:****Strengths/Challenges:** | **Current Programs:****Strengths/Challenges:** | **Current Programs:****Strengths/Challenges:** | **Current Programs:****Strengths/Challenges:** |

**Programming Event Design**

**(Assess and Plan)**

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| --- | --- |
| **Type of Program:** |  |
| **Underclassmen or Upperclassmen:** |  |
| **Name of Program:** |  |
| **Brief Description of Program:** |  |
| **Purpose and Relevancy of Program:** |  |
| **Key Stakeholders:** |  |
| **Estimated cost of program:** |  |

**Project Schedule for Programming Event (Prepare and Lead)**

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| ***C:\Documents and Settings\omesser\Local Settings\Temporary Internet Files\Content.IE5\U25NSR55\MM900185588[1].gif*** | ***Project Task*** | ***Committee Member Responsible*** | ***Date Task Due*** |
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**Programming Event Evaluation**

**(Evaluate)**

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| **Name of Program:** |  |
| **Brief assessment of event:** |  |
| **Greatest success of event:** |  |
| **Reflect on greatest obstacles/mistakes:** |  |
| **How could the event be improved in the future:** |  |
| **Specific changes to make:** |  |
| **New thoughts/ideas to enhance event:** |  |