

#  **PROGRAM CHECKLIST**

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| Program Name:  |
| Instructor: |  Click here to enter text. |
| Where: | Click here to enter text. |
| Date: | Click here to enter text. |
| Time: | Click here to enter text. |
| Age: | Click here to enter text. |
| Fee: | Click here to enter text. |
| Registration Info & Deadline: | Click here to enter text. |

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| Task Checklist: |
| [ ]  | Create Preliminary Curriculum. | 6-8 Months Out |
| [ ]  | Create Budget orations  | 6-8 Months Out |
| [ ]  | Confirm Event Date & Venue (Check Calendar for Religious Holidays/Area Events. | 6-8 Months Out |
|[ ]  Identify Supply Needs. | 6-8 Months Out |
| [ ]  | Identify Vendor Needs if Applicable (volunteers).AISD, LIFE, TAFE  | 6-8 Months Out |
| [ ]  | Enter Program into CivicRec. | 5-6 Months Out |
| [ ]  | Create Marketing Materials (11X17 Flyer, Facebook post & YouTube Channel Art) | 5-6 Months Out |
| [ ]  | Submit Marketing Material to Marketing for Approval and advertising scheduling. | 5-6 Months Out |
| [ ]  | Establish Planning Meeting schedule if other staff are Involved. | 5-6 Months Out |
| [ ]  | Identify Volunteer/Staff Needs (Create Wu-Foo Volunteer Form if Needed). | 4-5 Months Out |
| [ ]  | Enter Event /Program on City Website Calendar. |  |
| [ ]  | Post Flyer. | 3-4 Months Out |
| [ ]  | Save YouTube Channel Art in Specified folder. | 3-4 Months Out |
| [ ]  | Create One Page Information Packets for Front Desk | 3-4 Months Out |
| [ ]  | Create Content for Newsletter/Program Guide. | Based on Deadlines |
| [ ]  | Discuss need for additional personnel. | 2-3 Months Out |
| [ ]  | Identify Target Audience and Send Promotional Flyer. | 2-3 Months Out |
| [ ]  | Develop List for Necessary Supplies. | 2-3 Months Out |
| [ ]  | Monitor Purchases for Budget. | Continuous |
| [ ]  | Create Social Media Blurb and Submit to Marketing | 1-2 Months Out |
| [ ]  | Solicit for Volunteers by Using WuFoo Forms (If Applicable). | 1-2 Months Out |
| [ ]  | Confirm Schedules for Additional Personnel with Supervisor. | 1-2 Months Out |
| [ ]  | Enter Expenses in Budget Worksheet. | Continuous |
| [ ]  | Pack Program Materials. | 1 Week Out |
| [ ]  | Create Parent Auto Response in RecTrac. | As Registering |
| [ ]  | Reminder Email & calls to Participants with FAQ’s. | 1 Week Out |
| [ ]  | Take Photos, Submit to Marketing and Attach to Checklist. | Program Day |
| [ ]  | Distribute Participant Evaluations | Program Day |
| [ ]  | Complete SWOT. | Week After  |
| [ ]  | Complete Program Report. | Week After |
| [ ]  | Record Program Stats in Performance Measures. | Week After |
| [ ]  | Reconcile Budget for Completed Program. | Week After |