

Campus Association for Student Activities

Activity Planning Process



1. Formulate activity idea!
Collaborate with:
 - Active Members
 - Clubs/Organizations
 - Student Services Offices
 - Academic Services Departments
 - Executive Board Members
 - Director
2. Form an Activity Committee and complete Activity Planning Guide
3. On behalf of the appropriate standing committee (Educational Programs, Publicity and Promotions, and Special Events), the Activity Manager(s) will present the Activity Planning Guide to the Director for Executive Board review
4. Executive Board votes on Activity Planning Proposal
5. Pending approval, Activity Manager(s) work with appropriate Executive Board members, Director, and Advisor to complete all necessary paperwork (including contracts/riders) in a timely manner
6. Activity Manager works with Publicity and Promotions Officers to develop an effective Publicity and Promotions Plan
7. The Activity Committee works together to facilitate the activity
8. The appropriate standing committee Assistant conducts an assessment of the activity

POTENTIAL TIMELINE:

Formulate Idea (*ANY DAY*)

Form Activity Committee (*The Next Day*)

Submission of Activity Planning Guide (*at least five weeks prior to The Big Day*)

All paperwork completely filled out and submitted accordingly (*at least four weeks prior The Big Day*)

Publicity and Promotions Plan begins (*at least four weeks prior The Big Day*)

THE BIG DAY (*Date of Activity*)

