

# Program Planning Sheet



Program Title: \_\_\_\_\_  
Program Date: \_\_\_\_\_  
Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Student(s) Responsible: \_\_\_\_\_  
Anticipated # in attendance: \_\_\_\_\_

**1) Briefly (2-3 sentences) describe the program:**

**2) What are your primary goals for this program: (2-3)**

**A) Short term goals**

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

**B) Long term goals**

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

**C) Jewish content goals – *What is the Jewish connection?***

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

**3) Who are your primary target populations?** (check no more than three – “everyone” is NOT an option!)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Arts and Culture students                   | <input type="checkbox"/> Business students                 | <input type="checkbox"/> Journalism students         |
| <input type="checkbox"/> Law students                                | <input type="checkbox"/> Pre-med students                  | <input type="checkbox"/> First-year students         |
| <input type="checkbox"/> Upperclassmen                               | <input type="checkbox"/> Seniors (undergrads)              | <input type="checkbox"/> Graduate students           |
| <input type="checkbox"/> Young Professionals                         | <input type="checkbox"/> birthright Israel Alumni          | <input type="checkbox"/> Students who were in Israel |
| <input type="checkbox"/> On-campus students                          | <input type="checkbox"/> Off-campus students               | <input type="checkbox"/> Commuter students           |
| <input type="checkbox"/> Reform students                             | <input type="checkbox"/> Conservative students             | <input type="checkbox"/> Orthodox students           |
| <input type="checkbox"/> LGBT students                               | <input type="checkbox"/> Reconstructionist students        | <input type="checkbox"/> Greek students              |
| <input type="checkbox"/> Secular students                            | <input type="checkbox"/> Male students                     | <input type="checkbox"/> Female students             |
| <input type="checkbox"/> Persian students                            | <input type="checkbox"/> Environmental activists           | <input type="checkbox"/> Immigrants                  |
| <input type="checkbox"/> Local community                             | <input type="checkbox"/> Sephardic students                | <input type="checkbox"/> FSU students                |
| <input type="checkbox"/> Student government                          | <input type="checkbox"/> Students from Interfaith families |  |
| <input type="checkbox"/> Student Leaders of non-Jewish organizations | <input type="checkbox"/> Multi-denominational students     |  |
| <input type="checkbox"/> Student Leaders of Jewish organizations     | <input type="checkbox"/> Other _____                       |  |

**4) Who are your partners for this program?** *Other campus organizations, Hillel Partner Agencies, other Jewish student organizations on campus? Are there local community organizations who would be appropriate?* (Think about target populations & location)

**5) Publicity (think creatively!)** *How do students find out this program? What makes them want to come?*

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> word of mouth     | <input type="checkbox"/> phone calls         | <input type="checkbox"/> personal e-mails | <input type="checkbox"/> mass e-mail         |
| <input type="checkbox"/> e-vites           | <input type="checkbox"/> flyers              | <input type="checkbox"/> Dept. Chairs     | <input type="checkbox"/> tabling             |
| <input type="checkbox"/> table-tents       | <input type="checkbox"/> banners             | <input type="checkbox"/> club meetings    | <input type="checkbox"/> newspaper           |
| <input type="checkbox"/> chalk boarding    | <input type="checkbox"/> free giveaways      | <input type="checkbox"/> Greek meetings   | <input type="checkbox"/> other Hillel events |
| <input type="checkbox"/> Instant Messaging | <input type="checkbox"/> class announcements |   |  |
| <input type="checkbox"/> Other _____       |  |   |  |

