

CDF—Program Planning Worksheet

Program Planners	
Program Title	
Program Goals What do you hope to achieve?	
Target Population	
Date, Time, Duration What else is happening on campus at this time?	<p><u>Date:</u> _____ <u>Time:</u> _____</p> <p><u>Duration:</u> _____</p> <p><u>Competing Campus Activities:</u> _____</p>
Location Who confirmed your room reservation? If outdoors, what is your rain location?	
Publicity Who is in charge of: Flyers, word of mouth, email, tabling, and banners?	<p><u>Flyers/Banners:</u> _____</p> <p><u>Email/Phone Calls:</u> _____</p> <p><u>Tabling (be sure to reserve tables!):</u> _____</p>

