Sample--Program Development Worksheet--Sample

Program Name:

Registration Start: Program Start:

Registration Close: Program End:

Project/Form	Completion Date	Completed (Y/N)
Confirm shared folder access		
Set meeting dates		
Review waivers and guidelines		
Draft participant registration form		
Finalize participant registration form		
Draft Statement of Understanding		
Finalize Statement of Understanding		
Compose Confirmation Emails for Registrants		
Develop Promotional Plan		
Draft Promotional Materials (flyers, emails, social media)		
Open Registration		
Complete detailed program schedule		
Coordinate campus logistics (building access, housekeeping, AV, room reservations)		
Complete welcome letter		
Complete supply list		
Draft Program Evaluation (by participants)		
Determine staff needs, schedules, and training		
Develop Personnel List for HR (stipends, screenings)		
Close Registration		
Purchase supplies		
Send welcome emails		
Review Emergency Response Procedures		
Orient Staff		
Participant arrival		
Adminster Program Evaluation (by participants)		
Participant departure		
Staff departure		
Complete Director Evaluation		
Send Program Evaluations		
Send thank you/follow-up emails		
Complete payments and budget transfers		