

It is amazing how quickly time can get away from you, between classes, work and organization commitments. Setting your organization's calendar for the entire year can help to ensure that you have enough time for event planning, which can make the process less stressful and create better quality events. Here are a few tips to help you with the process:

First, figure out what dates you are working with:

- Start with a calendar that shows the full year. You'll want to be able to see all of the months at the same time. You will also want a variety of colored pens/markers and access to the university's academic calendar.
- In your first color, draw an "x" through any major holidays during which school is not in session, or that would impact member or participant availability.
- Next, using another color, draw an "x" through important academic dates (semester finals, graduation, university breaks, etc.). You will probably want to "x" out all of the summer, if your group does not meet during that time.
- In a third color, mark down any major university events that you would not want to program over or that will involve your group's participation (Panther Fest, Open House, Campus Expo, Renewal, Grant Hearings, etc.)
- Finally, put in any dates that are already set for your organization, such as conferences or tournaments.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Now, track organizational energy:

- Let's graph out member energy during the year. Write January through December across the horizontal axis of a graph.
- On your vertical axis, let's measure whether involvement and participation is low/medium/high at different points of the year. To start, it is most likely lower during major exam times and months when school is not in session. Energy is likely higher during the beginning of the semester, and perhaps during the warmer months, when you can plan things outside.
- Consider this when allocating planning time. If everyone disappears for the first two weeks of March, and your event is scheduled for the third week, the bulk of the planning will need to happen in February.

Involvement

January

February

March

April

May

June

July

August

September

October

November

December

Utilizing this info, plan the rest of your dates:

- Include necessary planning time on the calendar.
- Contracts
- Grant funding
- Meetings
- Events

Reference

Rise Partnerships (2011). New officer checklist. Retrieved from <http://www.risepartnerships.com/>

Revised May 13, 2015

WHAT DO YOU WANT TO DO TODAY? #dostuffUWM

CONNECT • • • LEAD • • • CREATE • • • LEARN • • • EXPLORE • • • CELEBRATE