PROGRAMMING HANDBOOK
MISSION STATEMENT

The Programming Committee works to plan, schedule, and facilitate engaging events on campus that enhance the college experience of the Undergraduate students at Uconn Hartford.
COMMITTEE MEMBERS

Majda
Ajla
Luisa
Shailey
Nick
Steph
Hina
Alexis
Des
Austin
Autumn
Cesar
Hind
Val
COMMITTEE LEADERS

Chair
Vice-Chair
Secretary
Head of Advertisement
Head of Event Satisfaction
OUR BUDGET

$19,000

Budget Spent: $261.36
Pending: $7,957.40
Budget Remaining: $10,781.24
EVENT APPROVAL PROCESS
STEP-BY-STEP PROCESS

Idea → Planning → Committee Vote → Complete Documentation → Senate Vote → Advertising → Review Survey → Post-Event Survey → Host Event
STEP-BY-STEP PROCESS IN WRITING

1. Any UConn Hartford Student may present an idea at a meeting, or submit one to be placed on the agenda
2. Committee Members present at the meeting in which an idea is brought-up will have an open discussion about its pros, cons, and feasibility
3. A decision is made on whether to move forward or not
   a. If moved forward, all planning elements will be completed
      i. Space Request
      ii. Flyer
      iii. Budget Request Documentation
4. Once i, ii, iii are complete from step 3, the committee will vote
   a. If a majority approve, a Budget Request will be sent to the senate for approval
   b. If a majority of the Committee do not approve, the idea will be reevaluated
5. If the Senate approves the event, Programming will advertise for the event
6. An event satisfaction survey will be made to be completed by students attending the event and will be reviewed afterwards