



# 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.*

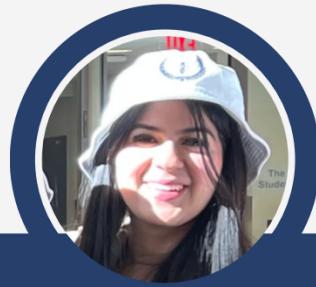
# COMMITTEE MEMBERS



**Majda**



**Ajla**



**Luisa**



**Shailey**



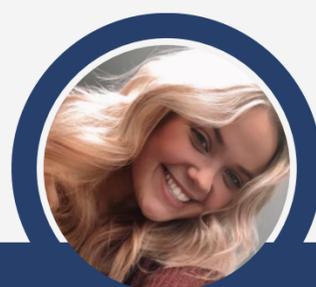
**Nick**



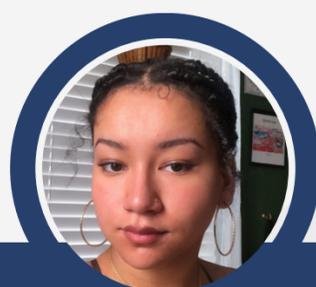
**Steph**



**Hina**



**Alexis**



**Des**



**Austin**



**Autumn**



**Cesar**



**Hind**



**Val**

# ***COMMITTEE LEADERS***



**Chair**



**Vice-Chair**



**Secretary**



**Head of  
Advertisement**

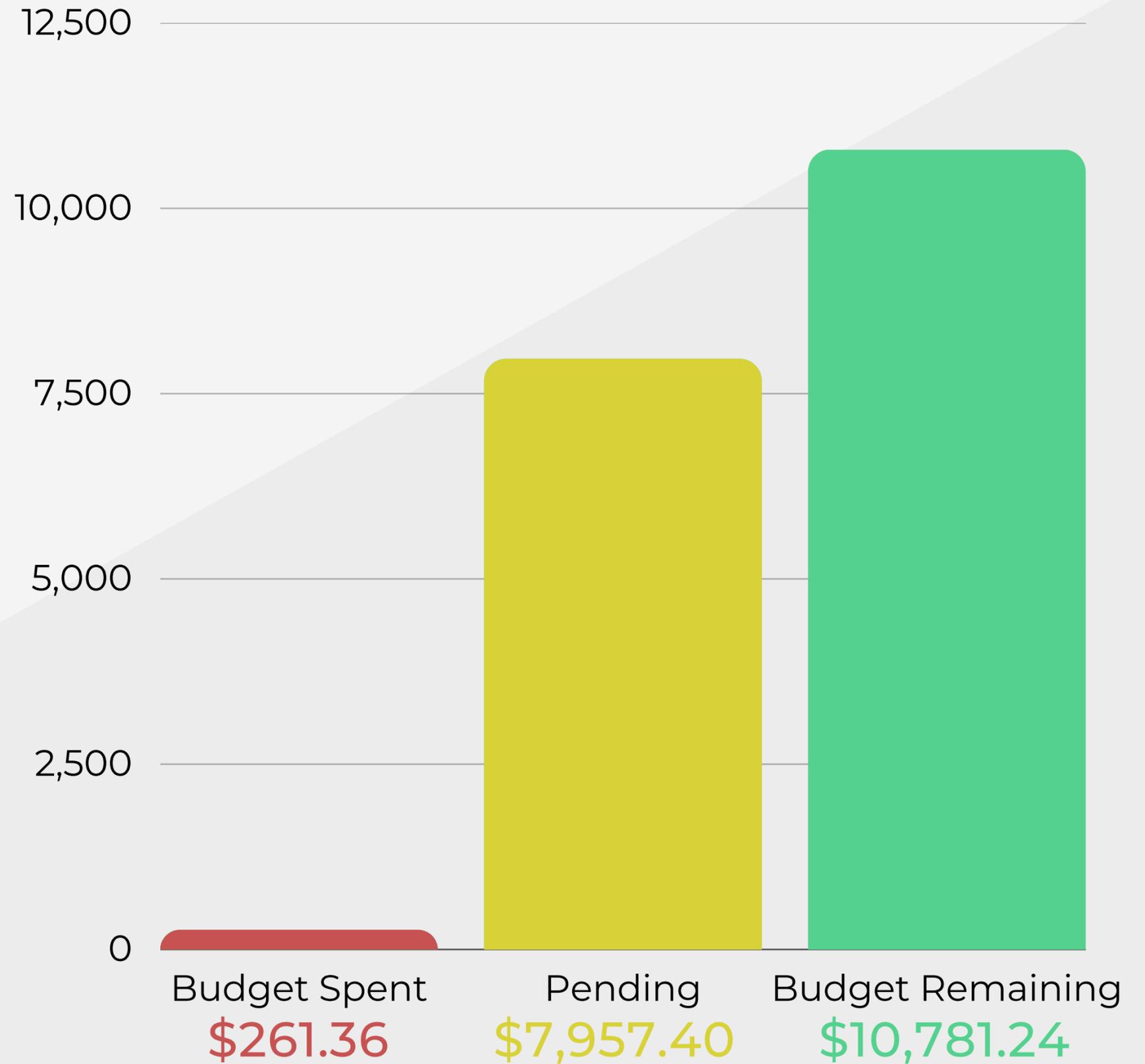


**Head of Event  
Satisfaction**



# OUR BUDGET

\$19,000



***IMPORTANT LINKS***

**Event Status  
Spreadsheet**

**Events Folder**

**Programming  
Playbook**

**Satisfaction  
Folder**

**Space Request**

**Budget  
Request**

**"How To"  
Videos**

**Advertisement  
Folder**

**Vendor  
Contacts**

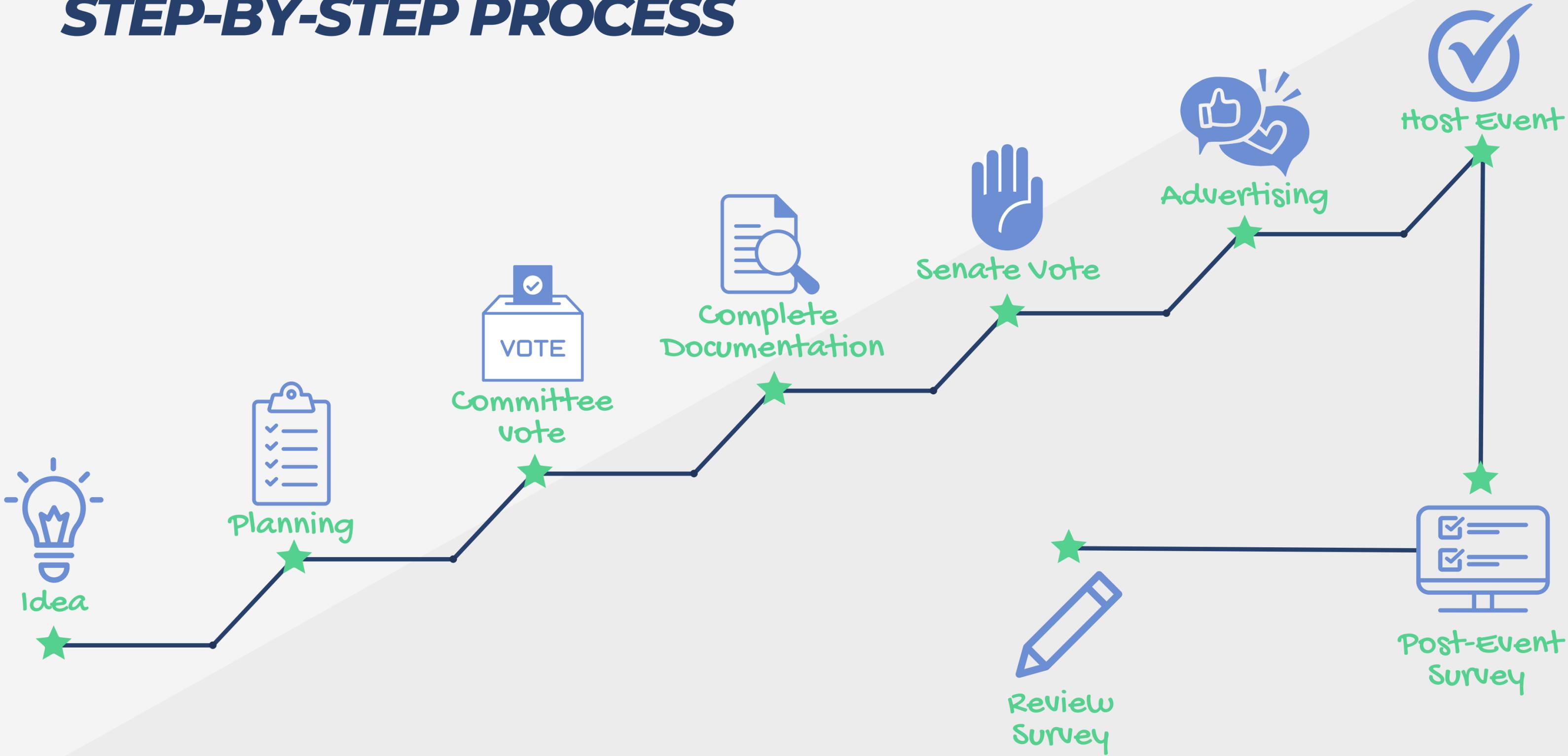
**Member  
Information**

**Agendas**

**Minutes**

# ***EVENT APPROVAL PROCESS***

# STEP-BY-STEP PROCESS



# ***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