

How To Program:

WHAT'S THE 211?!

*It's the new SAUS
office room number!
It's also the name
of our bi-weekly news-
letter. You, friend,
are holding in your
hand the very first
ever issue of The
211! Now come visit
our snazzy new
office!*

CHECK US OUT!



@NPSAUS



FIND US!

IDENTIFY INTERESTS AND NEEDS OF THE PEOPLE FOR WHOM YOU WANT TO PRO- GRAM.

Possible ways of developing ideas:

1. survey students' interests
2. brainstorming
3. getting acquainted interviews
4. informally discussing ideas with others for reactions and solicit participation
5. suggestion box.

DEVELOP A PURPOSE.

Why do you want to program? What will it accomplish? What are the best means to accomplish your objective?

INVOLVE OTHER PEOPLE IN INITIATING AND IMPLEMENTING THE PROGRAM.

You can be effective by involving others and acting as a catalyst.

RESOURCES AND MATERIALS NECESSARY TO CARRY OUT THE PROGRAM.

1. Contact resource person(s)
2. Arrange time, date, and place for program
3. Check sources (news media) to see what func-

tions are planned for the same time and date you are considering

4. Schedule an event consultation with SAUS professional staff.
5. Complete FUSE Form for reserving facilities (find forms at www.newpaltz.edu/sub/forms)
6. Request special equipment from the Office of Student Activities and Union Services.
7. Schedule a 2nd event consultation to confirm.

ARRANGE PUBLICITY.

Direct publicity to individuals for whom the program is planned. Posters must be displayed in advance and put up in a location where they will be seen. Set datelines for publicity to include

1. posters
2. verbal communication
3. newspaper
4. radio
5. Be creative in how you develop your signs and posters. Make sure they are different and stand out.

DISCUSS WITH RESOURCE PERSON(S) THE EXPECTATIONS AND OBJECTIVES OF THE PROGRAM.

What do you want to happen? Under

what circumstances? Include the purpose, the background of the group, location and setting, number expected, time limit, and where the resource person(s) will be met personally.

REVIEW PLANS FOR LAST MINUTE PREPARATIONS AND ITEMS THAT MAY HAVE BEEN OVERLOOKED.

AT THE TIME OF THE PROGRAM:

1. Arrive early to finalize last minute details
2. see that room arrangements are appropriate (i.e., blackboard, chairs, refreshments)
3. present brief introduction, if appropriate
4. be prepared to facilitate and direct discussion when needed.

AFTER PROGRAM: return all resources and personally thank the individuals who participated.

** The Office of Student Activities and Union Services reserves the right to cancel or temporarily suspend any event that has been insufficiently planned as determined by the Director/Assistant of Student Activities and Union Services and/or has not met the requirements stated in the contract or because of a situation that has occurred while event is on.**

Make a Red Rover profile for your organization!

What is Red Rover? It is a simple web tool that helps students connect and contribute to their college community. Through the Red Rover application on Facebook, club / organization e-board members can create a profile for their group and attach key words to it. Students can also make their own profiles with their interests. Red Rover will then match up club key words with students' interests. For example, if one of your interests is hiking, Red Rover will show you all the clubs that have "hiking" as a tag, such as the Outing Club. It's a great, easy way to link students and clubs / organizations. Just follow the simple steps below. Check it out and make sure to tag yourself and your group!



1. **Log onto Facebook.**
2. **Search "Red Rover".**
3. **Add the application.**
4. **Fill out your interests.**
5. **Tag yourself.**
6. **If you're an e-board member, tag your group.**
7. **Get matched up!**

UPCOMING EVENTS!!!

Sunday, October 11 - LEADERSHIP CONFERENCE
All Day, Student Union

Wednesday, October 14 - SALSA DANCE LESSONS
6:00 PM, Student Union 100

Wednesday, October 21 - MURDER MYSTERY DINNER "COUNT ALUCARDS CASTLE"
7:00 PM, Student Union MPR. This is a ticketed event - look for details and pricing soon.

Saturday, October 24 - MAKE A DIFFERENCE DAY
Look for Details

Student Union 211
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845-257-3025
www.newpaltz.edu/sub