
RESIDENT STUDENT COUNCIL PROGRAM PLANNING SHEET

Residence Hall: CH RH WH UC AV

Title of Activity or Program: _____

Date: _____ Time: _____ Location: _____

Please use the space below to provide a descriptive **summary** of your program. What is the purpose of your program, and what do you hope to accomplish? If necessary, attach a separate sheet of paper.

How much money do you anticipate needing for this program/activity? Please be specific in your explanations. (List supplies you will need & where you will purchase them, etc.)

Checklist of Additional Tasks to be completed:

___ **Scheduling** – We have checked the Campus Calendar for major conflicting events and spoken with the Resident Assistants to make sure there are no major conflicting events.

___ **Advertising** – We have created an ad for our program and included it with this sheet.

Signature of all RSC representatives from your building/location:

Name/Signature	Date
_____	_____
_____	_____
_____	_____

