

How to Run a Program – Checklist

Planning

- Start at T minus one month.
- Who
- What
- When
- Where
- Why
- Theme
- Assets
- Personnel
- Time available
- Audience
- Detailed program plan (minute by minute)

- Write Master Schedule**

- Post Master Schedule**

Communications

- Email:
 - master schedule;
 - detailed program outline;
 - who is going to bring what when;
 - who promises to do what and by when.
- Call
- Follow up
 - Before each item is due.
 - When the item is due.

- Dry run**

- Post-mortem**

- Provide your plan and post-mortem to the Troop Historian.**

How to plan and run a program

(This includes opening game, flags, program, etc.)

- 1. When should you do your program planning?**
 - 1.1. It depends on how elaborate the program
 - 1.2. It depends on how successful you want to be.
 - 1.3. T-1 month minimum

- 2. The five W's**
 - 2.1. Who's available to help?
 - 2.2. What are they going to do?
 - 2.3. When is the program? (The TLC sets the global program schedule.)
 - 2.4. Where is the program?
 - 2.5. Why are we doing it?
 - 2.6. What do we hope to achieve?
 - 2.6.1. Advancements?
 - 2.6.2. Merit badges?

- 3. What's the theme?**
 - 3.1. Repeats
 - 3.1.1. First aid
 - 3.1.2. Hiking
 - 3.1.3. Backpacking
 - 3.1.4. Cooking
 - 3.1.5. Knots
 - 3.1.6. Lashings
 - 3.2. Merit badges
 - 3.3. Advancement
 - 3.4. Fun
 - 3.5. Some themes can run multiple weeks with multiple patrols. Use the TLC meetings to organize across patrols.

- 4. What are your assets? Can you get the stuff required to do the program?**

- 5. What personnel are available?**
 - 5.1. Patrol personnel to run the program
 - 5.2. Experts and authorities
 - 5.3. Entertainers

- 6. Plan the program detail**

- 6.1. Answer the five W's plus
 - 6.1.1. How much time do you have to do the program?
 - 6.1.2. How many people do you need to entertain?
 - 6.1.3. What are we going to do?
- 6.2. Write, minute by minute, explicitly what you will do. Leave nothing to be defined later.
- 6.3. Write who is to bring what and when.
- 6.4. Write who is to do what and when.
- 6.5. Try to do less than you want to do.
- 6.6. Use EDGE for interactive training.
 - 6.6.1. Explain
 - 6.6.2. Display
 - 6.6.3. Guide
 - 6.6.4. Enable
- 6.7. For planning purposes the PL supervises the program and doesn't participate.

7. The Master Schedule

- 7.1. Presumably many things have to be done before the scheduled program time.
- 7.2. Write who must do what and by when.
- 7.3. Put the due dates on your calendar.

8. Communications

- 8.1. After each planning session, email
 - 8.1.1. the master schedule;
 - 8.1.2. a detailed, minute by minute program outline;
 - 8.1.3. who is going to bring what when;
 - 8.1.4. who promises to do what and by when.
- 8.2. Call the same day to see that they received the email.
- 8.3. Follow up before each item is due. Allow sufficient time to do the item yourself.
- 8.4. Follow up when the item is due.
- 8.5. If not done
 - 8.5.1. have someone else do it;
 - 8.5.2. do it yourself;
 - 8.5.3. or delete it.

9. Dry run

- 9.1. You must run the program EXACTLY as it is to be done during the meeting, well before the meeting; preferably one week.
- 9.2. Use parents as your audience.
- 9.3. Time the program.

- 9.4. Chances are it will be too long. Cut as required.

10. Execute the program

- 10.1. Follow your plan EXACTLY.
- 10.2. PL supervises.
- 10.3. WATCH THE TIME.
- 10.4. Be happy. Be enthusiastic. Be patient.
- 10.5. If it gets all screwed up, see previous item.

11. Post-mortem

- 11.1. Do it as soon as possible.
- 11.2. What was good?
- 11.3. What was bad?
- 11.4. What was ugly?
- 11.5. What should we change?
- 11.6. How should we change it?
- 11.7. Write up the results of the post-mortem and email them to everybody.
- 11.8. Provide your plan and post-mortem to the Troop Historian.