

DEI Program Planning Resources

When creating programming focused on Diversity, Equity, and Inclusion there are many approaches in establishing a program. To aid in the creation of programs this guide acts as a resource of what is needed to plan and implement a successful DEI centered program.

Program Planning Process:

Step One: Create Program Objectives & Goals

A major part of DEI programming is creating clear goals/outcomes and developing an assessment plan to ensure those goals and outcomes have been met.

- Build a program planning team or program partners
 - What individuals/ groups should be included in the planning of the program.
 - What voices are needed to ensure this program is inclusive of diverse perspectives and ideas.
- Create a clear program objective
 - What is the program going to be
 - Why is it needed or what impact will it have
 - Who is the audience for the program
 - Are there current programs already established that meet this objective
 - How is this program meeting a unique DEI needed or topic
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- Based on the program objective design 2-4 program goal/ outcomes that will determine if the program objective is met.
 - A brief guide on how to create clear outcomes that are tied to the UCCS DEI Strategic Framework can be found [here](#).
- Establish program partners
 - What individuals/ groups should be included in the planning of the program
 - What voices are needed to ensure this program is inclusive of diverse perspectives and ideas
 - Include these program partners in the planning of the program and design of program goals
 - Program partners can join the process at the beginning or throughout the planning process depending on the need of the program

Step Two: Establish a date, time, and location

- When setting a date and time start by checking the UCCS campus calendar to ensure the program is not overlapping with another department/group program.
- When planning programs consider the [UCCS mindfulness calendar](#) that highlights religious and spiritual holidays to avoid unintentionally excluding others practicing their faith and belief system.
- Partner with event services to reserve space on campus using the [Reservation Inquiry Form](#).

- Review event service policies and the reservation process with the [Event Services Reservation Guide](#).
- UCCS spaces can be reserved one year prior to the program date and no later than 4 weeks before the program.
- The space reservation will also include any table, table clothes, chairs, and audio visual need the program has.
- Consider having a microphone for all programs to ensure accessibility needs for all participants
- Event services will partner to ensure that all space needs are met

Step Three: Create program in Mountain Lion Connect

- Once the date, time, and location has been set add your program to the campus calendar on mountain lion connect.
- Even if you are taking reservations through a different process or registration is not required, all UCCS programs should be on the campus calendar.
- [The Mountain Lion Connect Guide](#) can provide support on how to create an account and post programs on the campus calendar
- Add all campus partners to the program as hosting departments.
- To add your program to the DEI campus calendar, add the Office of DEI Education & Outreach as a host in mountain lion connect.

Step Four: Create the program plan

- Create a program plan, a template is provided below
- The program plan will allow the program planners to delegate tasks and ensure all components of the program are implemented.

Step Five: Book catering and event needs

- If the program will be providing food submit all catering requests to event services a minimum 3 of 4 weeks prior to the program.
- Review [catering menus](#), [catering guidelines](#), and [catering timelines](#) before submitting a catering order.
- If the program will be providing food submit all catering requests to event services, no later than 4 weeks prior to the program.
- Catering also offers [extended catering services](#) that includes local businesses and cultural restaurants that can be requested 4 weeks prior to a program.
- Consider dietary accommodations when selecting catering.
- Send final numbers and any catering changes to event services 7 days prior to program.

Step Six: Create marketing plan and materials

- Create a marketing plan to ensure your program reaches your desired audience.
- To create marketing materials, utilize web resources like canva.
- Review [UCCS marketing brand standards and marketing resources](#).

- Review the [DEI Marketing Guide](#) on how to market programs on the UCCS social media, communicate, and communicate chronicles

Step Seven: Create program survey to measure program goals

- Utilizing the program goals/outcomes create a program survey based on the [DEI Program Assessment Guide](#).
- Program surveys can be created using Qualtrics, google forms, surveymonkey, etc.
- UCCS provides a free [Qualtrics account](#) to all UCCS employees.
- Create an assessment plan for how the program survey will be distributed to program participants.

Step Eight: Finalize program logistics and tasks

- Two weeks prior to the program, review program plan and create a task list of final planning logistics.
- Order program supplies and materials
- Create schedule of program
- Create all program materials such as powerpoint, handouts, etc

Step Nine: Send confirmation email

- 2-5 days prior to the program send a confirmation email with all event logistics to all registered participants
- Include items like a campus map, parking directions, schedule of program, virtual link for online programs, etc

Step Ten: Host program

- When hosting your program consider starting the program with the UCCS Land Acknowledgment
- At the start of the program highlight where participants can locate restrooms (gender neutral bathroom map), how to add captioning to virtual sessions, and any additional accommodation needs.
- If you need support during the program from an event services perspective, call the University Center Front Desk at 719.255.3450

Step Eleven: Close out program

- After program completion send a thank you email to all participants along with the program survey, any resources, and upcoming programs.
- Archive the program plan to reference for future programs.
- Highlight photos and the impact of the program on social media, communicate articles, and with the Division of DEI.

Program Plan Template

Event Point of Contact	
Event Name	
Date	
Start Time	
End Time	
Event Location	
Location Notes	
Supplies (décor, technology, table cloths, etc)	
Décor setup & Notes	
Registration Site	
Registration Numbers	
Marketing Plan	
Committee Members	
Program Notes	
Speed Type	

Staffing

Staff Working Event	
Arrival Time	
Photographer	
Anticipated End Time (post- clean up)	

Event Services Details

Catering Order	
Catering Budget	
Catering Setup/Tear Down Time	
Space Set Up & Needs	
AV Needs	
AV Meet & Greet Time	

Post Program Plan

Event Close Out with Event Services	<p style="text-align: center;">Confirm speedtypes on catering order File catering invoice in teams event folder</p>
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