Your Guide To Programming

A Quick Reference Guide For TYG & Camp Programming   **Compiled by Brett Lubarsky**

So you're going to be running a program? Here are the basics of what you need to know throughout the process:

The Wonderful World of Brainstorming

Each program has a main theme or focus point, which needs to be clear as you structure your program. Brainstorming is a critical part of the programming process, which enables you to throw all of your ideas onto one giant list. Some people use post-its. Others use a whiteboard or poster board. The rules? Everything's accepted. No shut-downs. Everyone gets to speak. The goal of the brainstorming process is to get as many ideas and as much information out as possible. You'll sort through it all later. Once you've gone around (as many times as necessary), shared and recorded your ideas, review your list and mark your top choices.

Exploding Your Theme

Once you've chosen a theme, take it and make a list of subtopics. From that list, you can choose what you want to cover during your program. Depending on the program, two or three subtopics are typically what you want to shoot for to reinforce your main theme. Write them down!

Using Your Resources

Brainstorming? Check. Exploding? Check. Theme and subtopics? Check. Next, you may need to do some research to find everything you can on that awesome theme of yours. Use your resources. Writing this program at your synagogue? Don't be afraid to ask your Clergy and Educators, and don't forget to check out the temple library! Are you at camp? Go talk to the Program Directors, in addition to your Unit Heads, the Limud Staff and Faculty. *Don't* think you need to do everything on your own, and *don't* be afraid to ask for help. *Do* work with other people, and *do* take advantage of the talents and skills of those around you!

Writing Your Program

See page 2 of this document for an outline of the format (lovingly referred to as ProFo – programming format) in which you should write your program. Remember: the earlier you finish writing the first draft of your program, the more you can work on it with your teammates (PVP, Advisor, Educator, Program Director, Unit Head, etc…).

Editing Your Program

Once you've completed the first draft of your program, share it with your teammates. Ask yourself: are your goals and vision clear? Do your activities foster participant engagement and interest? How are your goals realizes through the activities you chose? Are the instructions clear for group and program leaders? Edit! Rework! Revise!

Scheduling Your Program

When scheduling your program, you should take the following into consideration:
- What location/space will you be using? Is that the most effective place to hold your program?
- What will be your time frame? Does it work for everyone involved?
- What resources do you need? (materials/supplies, handouts, equipment, etc.)
- How long do I need to prepare to run this program? Does it need a special set-up? Who is helping with set-up?

Running Your Program

Have fun. Make sure your teammates and group leaders know your program, and have had the opportunity to ask you questions. Be prepared. Double-check program supply packets and set-ups. Smile.

Program Name
Your Name
Event/Place
Date of Program

Objective: What is the main thing that you want participants to walk away with from your program?

Goals: Two to four goals that you would like participants to achieve while participating in your program.

Timed Proceedure: A run-down of how your program is going to work. Here's an example of what this should look like:

00:00-00:07	Introduction
00:07-00:10	Split into Groups
00:10-00:17	Recap of Introduction
00:17-00:23	Discussion
00:23-00:40	Activity
00:40-00:45	Siyyum (Wrap-Up)

And so on…make sure to clearly map-out your schedule so you and the people you're working with know what's going on.

Materials: A detailed list (and exact count) of any materials you may need during the execution of your program. What does each participant need? What does each group need? Etc…

People: Who is involved in the running of your program?

- Group Leaders (to run your program in breakout groups)
- Skit Participants (if applicable)
- Program Leaders (introduction, wrap-up, transition announcements)
- Rovers (to keep groups on track)

Locations: Where are you holding your program?

Introduction/Skit	Location A
Group 1	Room B
Group 2	Room C
Group 3	Room D
Siyyum	Location B

Background Information: Is there any information the people who are running your program need to know in order to do a better job running it? It should be included with your program outline so they can reference it as needed, along with copies of any handouts required for your program.

Detailed Procedure: An exact breakdown of what is happening in your program. If you have group leaders, you should give them ideas on what to say and how to facilitate the groups in this area.

1. Introduction & Skit   7 minutes

   [the script of what is going to be said in the introduction and skit]

2. Split into groups   3 minutes

3. Recap of Introduction   7 minutes

   GL: "What did you guys think of the skit? What was the message that was trying to be expressed?"

   [sample answers]