



COCA NOTES Issue 3

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LEADERSHIP

A Race Against the Clock ... *Winning Tips to Manage Your Time Wisely*

By Candace DeAngelis, MS, Eastern Connecticut State University and
Ezin Morrell, MA, Albertus Magnus College (CT)

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National Association for Campus Activities, www.naca.org.

PROGRAMMING 101

Handyman’s Delight: Do-It-Yourself Programming



By Jason Wagner, Belmont Abbey College (NC), and
Zach Clark, Indiana University of Pennsylvania

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National Association for Campus Activities, www.naca.org.

Saint Vincent College (PA) is a small Catholic, Benedictine college with an undergraduate enrollment of close to 2,700 students. Schools such as ours do not have the budgets of large state schools, and we feel student activities should get the most “bang for the buck.” The Saint Vincent Activities Program Board (APB) presents a program each Wednesday night and another on either Friday or Saturday nights every week. A small school has difficulty doing this on a budget of \$80,000 per semester, but we manage. To succeed, we must regularly develop low-cost, high-yield events to supplement comedians and musicians that we book through talent agencies.

In sharing our approach to this do-it-yourself programming strategy, we also want to illustrate the learning that takes place while creating these programs and the experiences that students share. This form of programming allows students to use their creative skills to work together and achieve results that smaller schools typically cannot produce (and have FUN, too!). Every person brings something unique and special to the table, and Saint Vincent’s lies to capitalize on that ingenuity and originality. Lastly, we’re sure many schools, like ours, have on occasion booked events that didn’t necessarily live up to expectations or give us the best “bang for the buck.” If you think \$3,000 for a luau party that includes a dregga, two fish torches, an inflatable palm tree and 50 lei is a good value, think again. At Saint Vincent, we produce a party luau featuring 15 tons of sand, more than 50 fish torches, virgin daiquiris and enough flower leis for everyone in attendance—for less than \$2,000! Plus, it attracts most of our campus population.

Thank You NACA!

In this issue, we include two articles contributed by NACA - our counterpart organization in the United States. These articles first appeared in NACA’s magazine called “Programming” and we thank NACA for this contribution to COCA Notes.

Please see the article on Leadership (Winning Tips to Manage Your Time Wisely) on page 9 and the article on Do-it-Yourself Programming on page 13 located at the end of this issue. These articles are reprinted with the kind permission of NACA - National Association for Campus Activities.

COCA: Capitalized!

Christina Burns

Chair - COCA 2008 National Conference

Things are starting to heat up in the planning of the 2008 National Conference in Ottawa! More details are being added to the COCA website each day.

Spread the word, we are now accepting showcase applications! Applications are available on Sonic Bids:

www.sonicbids.com/cocanational

We are also looking for suggestions from COCA members (both schools and associates) for new ideas for education sessions. If you have any, or are interested in presenting, please contact Kenney Fitzpatrick:
generalmanagermsvu@hotmai.com

If you have any questions, concerns or suggestions, please feel free to contact me!

COCA National Conference
Ottawa, Ontario
June 6 - 10, 2008

Education Needs U!
A Call For Submissions & Presenters

Are you a school or associate member of COCA interested in becoming more involved in the 2008 national conference in Ottawa? Do you have ideas on what is missing from the education session schedule or how to take a previous education session to the next level? Do you feel you are the person missing from our list of presenters and are ready to enrich the COCA experience for your fellow delegates?

Then Step On Up... EDUCATION NEEDS YOU!

Submit an idea for the Next Great COCA Education Session or Become a Presenter at the 2008 COCA National Conference!

The Options Are Endless!

Residence Programming	Low Cost Programming
Marketing	Goal Setting
Event Planning	Frosh Week Planning
Diversity	Frosh Kit How To
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Email kenney@mounstudents.ca today
with your ideas or to be a presenter

DEADLINE FOR SUBMISSIONS
FEBRUARY 22

OTTAWA 2008 COCA OCAG Capitalized!

Trailer Park Boys at Mohawk

Jayne Woods

Mohawk Students' Association

Hello from Mohawk College !! The Christmas break flew by, and the month of January is now gone in the blink of an eye. Some of the terrific talent we brought in this month included Hamilton's own comedian – Manolis... fantastic !, Tony Lee along with Randy & Mr. Lahey and the Sled-dogs. There was a huge buzz during the day, however numbers were low for the evening event, but that didn't stop each act from putting on a terrific show. In two days we have a triple bill with "Sure Shot", Saint Alvia Cartel & illscarlett. Advance sales have been



Trailer Park Boys



Tony Lee & Rich Anderson

steady, and we're looking forward to a great evening of music. Pub nights have remained steady and theme nights seem to be the way to go. This month we featured a New Years Eve Pub, Super Hero Pub and a Mardi Gras Pub.

February is our Mohawk Idol Month, with auditions and the finals plus our annual alcohol awareness week. We are going to try and do more daytime, free programming, so if you have any suggestions, let me know.

Cheers from Hammer Town, and stay warm.

Programming Success and Changes at University of British Columbia

Shea Dahl - Programming and Events Manager, AMS Events

University of BC - Vancouver

We've had a really busy fall this year at AMS Events, featuring sold out events with Girl Talk, Bedouin Soundlca\$h, Bonobo, Final Fantasy, Aaron Pritchett, Patrick Watson, Hey Ocean!, Hayden, Stephen Lewis, Romeo Dallaire and Sue Johanson. Live music seems to be as strong as ever on our campus – which has been a real boon for the bar. For any of you who have not seen Hey Ocean!, definitely check them out – they are a fantastic local act that were great to work with and blew the crowd away. You can find them at myspace.com/heyocean

We have also seen significant attendance increases at our free programming events: Karaoke, Open Mic, and our monthly all-ages dance party Nighttming. We will be trying out some borrowed events in the weeks ahead (Guitar Hero Championships, Speed Dating) and I'd like to thank all of you who have given me advice on how to make them a success.

Unfortunately, we have also lost 2 of our longest running events this year. In Mid February, after a 13 year run, our weekly comedy nooner event will be coming to an end. We are going to try to convert this into a monthly all-ages event so hopefully the tradition will not completely die.

And finally, I'm sad to say, Arts County Fair is no more after 16 great years. ACF was our big, outdoor last day of classes show/beer garden; 15,000 people, 400 kegs of alcohol and 8 hrs of fun to celebrate the end of the year. Starting in 1992 with the Barenaked Ladies and ending in 2007 with Sam Roberts, the event has been entirely student/volunteer run as well as benefit for local charities. To everyone who helped make the event a success for so long – thank you! In its place we will be running a much smaller event – the new AMS Block Party – and we can only hope that it will have the success that its predecessor enjoyed.



Hey Ocean!

McMaster Charity

Christina Burns

McMaster University

We've had a busy start to the second semester here at McMaster! Our annual Charity Ball, entitled From Shanghai to Mumbai, sold out



2000 tickets in only 8 days! We had two floors of the Hamilton Conven-

tion Centre on Friday Feb 8th, with the upstairs room done in an Asian theme, and the downstairs room in an Indian theme. We had themed entertainment, including dohl drummers, a bhangra team, a lion dance team, and a martial arts demo. To sell out the event we used 50 teaser posters, 8 detailed event posters, and facebook - that's it! We are currently on track to donate over \$25,000 to two Hamilton charities; the Wellwood Cancer Centre and the CNIB Hamilton Library.

We also had a fantastic sold out show with Tokyo Police Club with special guests Born Ruffians on Friday, Jan 25th. We did the same thing for Tokyo Police Club's show ... initially using only 8 posters and Facebook and we sold over 300 tickets.



Red Hot Poker has been packed every night in January, and we had the largest turnout we've ever had for Tony Lee during the first week back. His show was a part of our 'Frost Week' activities. Also in January was Dan Valkos and the Great Orbax Sideshow for nooners.

Hope everyone is having a great second semester!

COCA Central Campus Music Explosion

R.J. Beaumont & Justin Fox

St Clair College

The COCA Campus Music Explosion is an initiative designed to promote student talent across Canadian campuses. Organized like a traditional “Battle of the Bands”, this program requires each school’s winning band/act (chosen at each school’s discretion – e.g. Battle of Bands, on-line voting etc.) to converge at a Regional competition, April 3rd 2008. A prestigious panel of industry judges will decide the winning act.

There is a mandatory entry fee of \$350.00 per school. This fee helps to subsidize the finalists’ prize package and the host school’s expenses for production. The prize package consists of:

- 1 year COCA Associate Membership
- Shared ½ page ad in the COCA Conference manual identifying Regional CME Winners
- Opportunity to place one item in all delegate bags at COCA National Conference

- Guaranteed, paid performance, at all schools who participate in COCA Central Regional by December 2008.
- Showcase Application Fee (\$30-\$50) waived for COCA Central Regional Conference

Although, CME ‘08 obviously enhances annual talent competitions currently organized by many COCA schools, it is also utilized to inspire new talent-discovering programs on campuses across our great region, and country.



If this is a new program on your campus and you wish more information on the logistics of how to make this a successful event on your campus, please do not hesitate to contact me at **519-972-2727 Ext. 4895**



Your campus winner must be selected by **MARCH 30th, 2008**. The Regional contest is planned for **April 3rd at St Clair College (Windsor, Ont.)**.

I encourage all of us in Central to help build on last year’s success by joining in this year’s Explosion!



Writers Strike Good for John Abbott College

Bill Mahon

John Abbott College

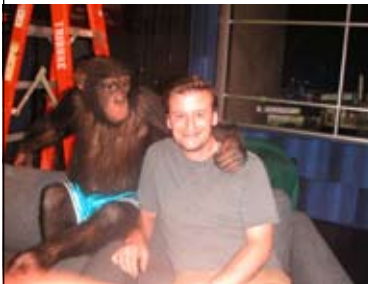
There was some good for John Abbott College that came out of the writers’ strike in the US. Barry Julien, a writer for “The Colbert Report” seen on Comedy Central and CTV, took to the stage with his stand up comedy routine. This, 24 hours in advance of returning to New York City to report back to work after the announcement of a settlement on Sunday February 10th. Julien’s comedic style and sarcastic wit was a hit with students.

Julien’s credits also include writing for “the Onion” a popular video podcast broadcast on the internet. He was also a writer for “This Hour has 22 Minutes”.

The biggest disappointment expressed by students from this show was the fact that the monkey in the poster did not make an appearance. Go figure.



Comedy is a big hit this year. A typical show will draw around 250 students. This lunch time program continues to be our strongest and most popular event.

BARRY JULIEN
COMEDIAN
(pictured on the right)



THE AGORA
MONDAY, FEB. 11, 1:00PM

Writer for

Billboard Magazine Top Independent Act: THE GUYS

Scott Simon
THE GUYS

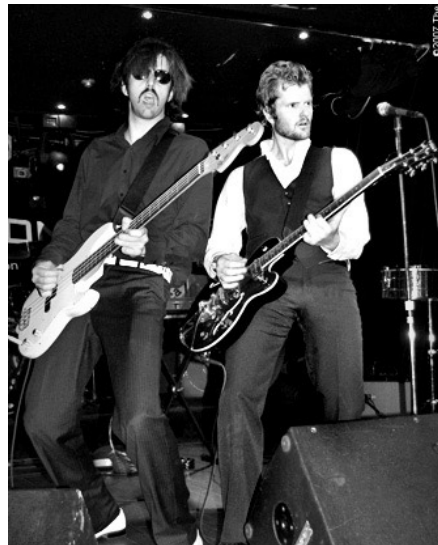
THE GUYS have been selected by the editors of Billboard magazine as one of the top independent acts. This as part of the 2007 Independent Music World Series. THE GUYS are the only Canadian band to be recognized.

Their current single UNLOADED is nationally charted and has been nominated for the CHUM Emerging Artist award.

BABY GIRL is the song for TELUS Mobility's cinema campaign, heard and seen across the nation.

The song MAN WITH A MOUSTACHE is fast becoming the musical foundation for the moustache movement, is the 'anthem' for MOVEMBER 2007, and is featured in the documentary film and subsequent soundtrack album - "The Glorious Mustache Challenge"

They also recieved the award for 'Best Live Band in the City' @ the University of Waterloo's 2007 Sonic Boom Awards. For more info visit their website at: www.theguysmusic.com



COCA Notes

COCA Notes is published on-line three times per academic year by the Canadian Organization of Campus Activities (COCA) and is distributed to all school members, associate members and alumni of record. Opinions expressed are not necessarily those of COCA or the COCA Board of Directors. Submissions, letters and opinion pieces are welcome but must be signed by the author and submitted with the author's phone number and email address. Submissions will be published as space allows and at the discretion of the editor. Submissions become the property of COCA. All content and rights reserved. Please send submissions via email.

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Half Page (horizontal)	\$75
Quarter Page (vertical)	\$45

COCA Perks!

Earle Taylor
COCA Office

We are pleased to announce that COCA has again negotiated an excellent discount for an "Executive Conference Registration" at Canadian Music Week this year. This discount applies ONLY to COCA School Members.

A special Registration Form for COCA Members (zip file) was attached in a previous email to you. It noted that the



regular rate for an Executive Registration is \$745. COCA School Members can register for just \$347.50 provided CMW receives your registration form no later than February 29th.

If you wish to check out the CMW web site, the address is:

<http://www.cmw.net>

CMW has put together another great lineup of seminars, panel discussions, celebrity interviews, artist spotlights, and a showcase festival with more than 40 clubs participating.

If you have any questions about this offer, please don't hesitate to contact me at any time.

Eco friendly Surf Camp in Algarve-Portugal, SW-Europe

Rene Helder
Atlantic Riders - True Spirit Surf Adventures

Surf this summer in style with Atlantic Riders. Visit our eco-friendly Surf Camp or make the 850 km real Surfing Safari. Choose from all inclusive packages or consider the luxury apartments in the National Park right behind the cliffs.

The Surfing Safari is ideal for Canadian graduates that travel Europe. You learn to surf, see amazing Roman and Medieval sights and see most of the rugged coastline. Portugal is on the most South Western tip of Europe.

The Surfing Safari is an 850 kilometer surfing and camping trip that takes you from the North down to the very South of Portugal. Whether you are

learners or advanced, Surfing in Portugal is great for all. Good camping and surfing gear is included. All (top quality) food is catered for by our staff.



The Surf Camp is based in the ever sunny Algarve, down South in Portugal.

The camp is based in the national park on our 40 acres property amidst ancient cork oaks, pine and eucalyptus. In a 5 km radius you find deserted beach breaks and some classic right hand reef

points. Wave sizes vary from a mellow 2 ft to a solid hollow 10ft. When the surf is no good on the west coast the South coast has good alternatives.

Our eco friendly setup is a great way to see how things in life can be different. We work with sustainable energy sources, solar and wind.

Accommodation is setup in refurbished and well kitted out 20ft Ocean freight containers. Obviously all common luxuries are there. Hot showers, normal toilets, electricity, but all in a super natural environment.

Both the camp and the safari are off the beaten track and away from city's and pollution. Restaurants, bars, clubs and nightlife are not near. Parties and barbecues under the stars are organized by our crew.



BSE wrestling promotion travel to Iqaluit, Nunavut for charity

Arda Ocal
BSE Wrestling

Editors Note: Space restrictions did not allow for the placement of Arda's blog (approx. 3 pages long). We invite you to contact the editor: [cocanotes"att"gmail.com](mailto:cocanotes) and the complete text will be forwarded to you. In this space, we provide thoughts from wrestler "Big Brian Youngblood". To read other wrestlers thoughts, visit the following website:

www.bloodsweatandears.com/08011819_post1.html



Big Brian Youngblood: Temperatures of minus 24 with windchills of minus 48. blowing snow, slippery ice patches, 20 dollar lunches and 10 dollar bacon and eggs for breakfast. None of this was gonna stop me from doing what I love to do, and that's perform in front of a crowd.

I couldn't wait to get to the arena so I jumped on a skidoo and drove there not waiting for the shuttle van to take me to the arena. Walking into the arena with fans patting me on the back saying Hi Big Brian was awesome. They weren't even inside yet instead waiting in the blowing snow for us to arrive.



Beyond a shadow of a doubt, Nunavut was one of the best experiences of my wrestling career. I was very excited to go there and talk at the schools, meet

new people, make new friends - young and old, explore new cultures, and just experience the arctic.

The crew that went up was truly amazing and put their heart and souls into the show as well as many hard hours of work. As well as some amazing things, like watching Sombra fly fifteen feet in the air on a ski-doo, like he knew what he was doing, until he landed then skidded a different direction from the machine for another 40 feet.



Seeing the crowds reaction on Friday, when I was led to the ring by two contest winners of the manager for the night contest, was amazing.

But the best experience was on Saturday being led to the ring by many waving the Nunavut flag. The crowds reaction when their champion, the new peoples champ, came through the curtain to a thunderous ovation, was deafening. People on their feet for the

whole match. cheering, booing, calling for me to get up, chanting BSE!! BSE!! Bob and Dave couldn't even do their commentary. The ref had to shout as loud as he could because no one could hear him over the crowd.

What a truly amazing experience! Can't wait until that's what I hear every night, when I walk out in front of a crowd.



I would like to thank everyone who worked hard to make this show happen and look forward to doing it again. Working in front of a crowd that truly appreciated the show and the people involved.

Thank you BSE for having me on your roster, and allowing me to represent you at your shows. Truly a great company to work for.





COCA

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LEADERSHIP

A Race Against the Clock ...

*Winning Tips to Manage
Your Time Wisely*

By Candace DeAngelis, MS, Eastern Connecticut State University and
Erin Morrell, MA, Albertus Magnus College (CT)

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Do you find yourself wishing there were more hours in the day or more days in the week?

Do you look at your desk and wonder how all of that work piled up? Do you want to be more effective at managing your time and spend less time procrastinating and wasting time? Sometimes students and professionals may feel frustrated by the everyday challenges of being productive while balancing a healthy life outside of work and school. One of the most important things to remember is that everyone feels this way at one time or another. Learning to prioritize and to sometimes say “no” are only a couple of examples of how to manage your time wisely.

Establish Time Commitments for Your Schedule

What things take up most of your time each day? Identifying these things will help you to manage your time effectively and efficiently. Sit down and make a list of things that you like to do each day or week and identify how much time you would prefer to spend doing these things. For example, you may enjoy going to the gym, visiting your family, watching your favorite television show, or reading a book. Next, make a list of things that must be incorporated into your schedule, like eating and sleeping. Lastly, make a list of deadlines, birthdays, bills to be paid and other time-sensitive tasks.

Creating this list will help you to establish what things you do daily or weekly and how much time you think each one will take. Organizing your schedule with these things in mind will keep you on track for paying bills on time, not missing a loved one’s birthday, and getting to the gym on a regular basis. No matter what your priorities are, set them for yourself and follow them. You can always adjust your schedule as important changes come up, as long as you stay committed to returning to the tasks on your list as soon as you can. It is also helpful to make sure that you leave some time in your schedule to do nothing. This helps to rejuvenate you for the next day or even for the rest of the week.

Identify Priorities

When looking at your desk (whether you are a professional or a student) you may sometimes feel overwhelmed with all that you need to get done. By prioritizing tasks, you can create an order in which things should be done so that you are not overpowered by all of your impending tasks. To begin, make three separate lists. The first list will include the things that are absolutely urgent and need to be done immediately. The second list should include the items that are important to get done soon, but not today. The last list will have items that you can work on when the first two lists are completed. This will help you to organize and prioritize projects or assignments. It is important to remember that new tasks may be listed on your urgent list right away. If you feel that you never have time to get to the third list, be sure to revisit it weekly. You may find as time goes by that items initially listed third may become a higher priority.

Learn to Say No

This is a concept that even people who can manage their time well have a hard time doing sometimes. Learning to say no is certainly something everyone could do more of; however, if everyone did that, the world would be less productive overall. The key is learning to say no to things that can wait (meaning they are not urgent) or saying no to something that isn’t necessary to get the task completed. When you over-commit yourself and do not know when to ask for help, you are setting yourself up to manage your time poorly. Know what you are capable of and when you can use others to help accomplish it.

What things take up most of your time each day? Identifying these things will help you to manage your time effectively and efficiently. Sit down and make a list of things that you like to do each day or week and identify how much time you would prefer to spend doing these things.

Understand that Perfection Does Not Exist

Trying to please everyone all of the time is something you can never achieve. All you can do is your best with what you have at the time. Getting work done in a quick and effective way will not only please others, it will make you feel good about accomplishing it. The notion of perfection might be ideal if you had enough time for everyone and everything, but you don’t, so do your best with the time you have and you can make it work.

Use a Calendar/Planner to Organize Your Work/Personal Life

These days even small children need a calendar to keep track of their social engagements, such as play dates, dance classes, sleepovers and sports competitions.

Strategies for Professionals to Maintain Balance in Your Life

Set aside time for yourself.

- Do things you enjoy, such as going to the gym, playing with your children, reading a book or shopping for yourself.

Use comp time.

- See if your supervisor is flexible and will allow you to come in late if you are working late at an earlier event. If you work a long weekend, ask for a day off during the week or around the holidays.

Divide up your day.

- Set aside a certain amount of time for specific projects you have been meaning to get to, and do not change or reschedule this time, if possible.

Learn to delegate.

- If there is something you can assign to someone else, delegate it. If it's a busy time of the year, ask for help from colleagues to whom you always lend a hand throughout the year.

Schedule appointments/plans after work.

- If you schedule a doctor's appointment or plans with friends immediately after work, it provides a reason to leave the office on time.

Strategically schedule appointments.

- When scheduling appointments with students or others, set them up to be at least an hour after you would typically arrive at work, and try not to schedule anything for the last hour of your day. This helps you start and end your day with time to get yourself organized.

Pick up a hobby.

- Find something you have always wanted to do and do it! Whether you have wanted to take up photography, join a book club, paint, travel or make curtains for the dining room, choose something that relaxes you and set aside some time for it.

Stay healthy.

- If you schedule time to exercise, make sure to eat right and sleep well to ensure that you will feel great and have more energy.
- Take a walk during your lunch break. It can give you some fresh air and release stress, thereby keeping you focused and productive when you get back to the office.

Learn to let things go.

- As much as you would like to think we are always in control, sometimes there are things that we cannot control. These are the times when we must let things go, especially if they do not have much of an impact on our lives.

Do nothing.

- One of the most relaxing things we can do is absolutely nothing.
- Sit and watch your favorite TV show or read a book at your leisure. This can be calming and refreshing and can give your mind a break from the stress of remembering all that you still have to do.
- Just because you are used to a fast-paced lifestyle does not mean you have to go 80 mph all day, every day. Take time for you!

We also need a planner to keep track of our own commitments. Keeping everything together on one calendar can help you stay organized. That way, you will always know if you are available on certain dates and when you have a full schedule.

Procrastination—Why Do We Do It, and How Can We Prevent It?

Whether you are working or studying, know what time of the day is your most productive. Are you a morning person who gets to work early and has a great deal accomplished before the craziness of the day really begins? Do you tend to work best in the late afternoon and into the evening? Knowing this can help you organize your day and what will be done first. For example, if you are a morning person, you can get into work and check all of your e-mails and voicemails and respond to them all before possible interruptions from others. Then you can start on other projects.

Identify Time Wasters

One of the biggest problems people tend to have with time management is that they waste a great deal of their time on things that are unnecessary. Think about the amount of time you spend each day doing the following:

Students:	Professionals:
Checking/replying to e-mails	Checking/replying to e-mails
Using Instant Messenger	Arriving late/leaving early
Talking on the phone	Talking on the phone
Checking Facebook, MySpace	Returning messages
Over-organizing your desk	Over-organizing your desk
Surfing the Internet	Surfing the Internet
Socializing with friends	Socializing with colleagues
Running errands	Running errands

Of course, it is true that individuals need to spend a certain amount of time doing each of these things in a given day in order to maintain relationships, keep in touch with colleagues and to get some work done. It's when you spend multiple hours wasting time on these things that you run into time-management issues.

Remember that Balance Is the Key

Keeping all of our tasks organized is a very difficult challenge we all face. The most important thing to remember is that maintaining a healthy balance will allow you to manage your schedule successfully. We are all sons or daughters, and we may also be brothers and sisters, or even mothers or fathers, in addition to being students, employees and friends to many people. Make sure you leave time to play these roles successfully and still leave some time for yourself. A tired student is not a productive student. Having a balanced life will allow you to re-energize yourself, which will in turn keep you productive.

Winning Tips for College Students

- Use a daily planner. It helps to write down and organize tasks and deadlines.
- After you receive your syllabi for classes, note your assignment deadlines and exam dates for the entire semester. Plan accordingly to know when they will be due.
- Organize each week to include time for eating, sleeping, exercising, studying, classes and other activities.
- Make a list every day of what you want to accomplish.
- Prioritize what is most important to accomplish first. Do your best not to procrastinate.
- Don't over-commit yourself. Try not to book time for activities that aren't necessary if you don't have the time.
- Do your best to stay organized. Once you misplace something, you lose valuable time looking for it.
- Choose the best time of the day to study. If you know that you are not a morning person, study later in the day.
- Find the best place for you to study without distractions, whether at the library, your room or a study lounge.
- Whichever class/assignment is the most difficult, deal with that one first and the rest will seem easy.
- Get up earlier than you have to each morning. You'd be amazed how much you can get done with more time during the day.
- Reward yourself with breaks while you are studying. Studying for long amounts of time can cause you to lower your concentration and exhaust you.
- Go to class! Be sure to take good notes in class so it will be easier to review the material when studying for an exam.
- Combine tasks. Study while getting your laundry done or study note cards while sitting in a waiting room.
- Be sure to take care of yourself first and foremost. Getting enough sleep and exercise and eating well can give you the energy to get everything done.
- Know that it isn't always necessary to be a perfectionist. Trying to be perfect can cause undue stress and lead to procrastination.

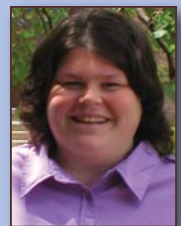
Winning Tips for Professionals

- Use a daily planner or calendar. It helps to write down meetings, appointments and deadlines.
- When you schedule/are asked to attend a meeting, add it to your calendar immediately. Always leave more time than you think it will take—this way, if it gets out early, you have extra time to accomplish other things.
- Organize each week to include time for eating, sleeping, exercising, family (spouse/partner/children), hobbies, errands and other activities.
- Try to arrive at work 15 minutes early. This will give you time to settle in, read the paper and drink your coffee. Just a few extra minutes in the morning will help you feel better about starting the day off right before it even begins.
- Make a list every day of what you need to accomplish. Do so before you leave work everyday, and you will be ready to go when you arrive at work the next morning.
- Prioritize what is most important to accomplish first. Do your best not to procrastinate.
- Don't over-commit yourself. Try not to book time for activities that aren't necessary if you don't have the time. Try to have a good balance of things you NEED to do and things you WANT to do.
- If you have children, keep a calendar of their activities/sports/hobbies so that you know when their commitments are. Your children's commitments are also your commitments, especially if you are driving them to or from, as well as attending, the events or activities in their schedules.
- Combine tasks. Pay bills while getting your laundry done and call friends to catch up while getting your oil changed.
- Be sure to take care of yourself, first and foremost. Getting enough sleep and exercise and eating well can give you the energy you need to get everything done.
- Let go. No one can please everyone all of the time. There is no use worrying since it is impossible to always make everyone happy.

About the Authors

Candace DeAngelis is the associate director of the Student Center, Student Activities and New Student Orientation at **Eastern Connecticut State University (CT)**, where she oversees the advisement of the campus activities board and senior class committee and works collaboratively with all student organizations to develop campus-wide programming. She also coordinates the summer and fall orientation programs. DeAngelis currently serves on the NACA Northeast Regional Leadership Team as a staff member at-large and has also served in past years on the NACA Northeast Regional Conference Committee as a member of the Educational Sessions and Special Events committees. She holds a bachelor's degree in sociology from Eastern Connecticut State University and a master's degree in human development and family studies from the University of Rhode Island.

Erin Morrell is the director of Campus Activities at **Albertus Magnus College (CT)** where she oversees all student organizations and all campus events, as well as advises the student government association. Morrell also coordinates the new student orientation program each year. She currently serves on the NACA Northeast Regional Leadership Team as the CO-OP Buying Coordinator and previously served on the NACA Northeast Regional Conference Committee as the On-site Volunteer Coordinator. She holds a bachelor's degree in human development and family relations from the University of Connecticut and a master's degree in applied psychology from Fairfield University (CT).



Handyman's Delight: Do-It-Yourself Programming



By Jason Wagner, Belmont Abbey College (NC), and Zach Clark, Indiana University of Pennsylvania

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Saint Vincent College (PA) is a small Catholic Benedictine college with an undergraduate enrollment of close to 1,700 students. Schools such as ours do not have the budgets of large state schools, and we feel student activities should get the most “bang for the buck.” The Saint Vincent Activities Program Board (APB) presents a program each Wednesday night and another on either Friday or Saturday nights every week. A small school has difficulty doing this on a budget of \$30,000 per semester, but we manage. To succeed, we must regularly develop low-cost, high-yield events to supplement comedians and musicians that we book through talent agencies.

In sharing our approach to this do-it-yourself programming strategy, we also want to illustrate the learning that takes place while creating these programs and the experiences that students share. This form of programming allows students to use their creative skills to work together and achieve results that smaller schools typically cannot produce (and have FUN, too!). Every person brings something unique and special to the table, and Saint Vincent likes to capitalize on that ingenuity and originality.

Lastly, we’re sure many schools, like ours, have on occasion booked events that didn’t necessarily live up to expectations or give us the best “bang for the buck.” If you think \$3,000 for a luau party that includes a deejay, two tiki torches, an inflatable palm tree and 50 leis is a good value, think again. At Saint Vincent, we produce a yearly luau featuring 15 tons of sand, more than 30 tiki torches, virgin daiquiris and enough flower leis for everyone in attendance—for less than \$2,000! Plus, it attracts most of our campus population.

S.W.O.T. of Do-It-Yourself Programming

At Saint Vincent, we use the S.W.O.T. system for analyzing programming. S.W.O.T. stands for strengths, weaknesses, opportunities and threats.

S—Strengths

Do-it-yourself programming, at its very core, becomes much more cost effective than contracting out student programming (thus, “out-of-house” becomes an accurate term for the opposite of “in-house”). Also, students tend to more readily support a program completely planned, executed and organized by their peers, rather than attending a program with people they’ve never seen before, nor can relate to in their own lives. Finally, a do-it-yourself program will usually encourage students to “own” the event. The event will become that person’s or that group’s “baby.” If a group of students cares about an event that much, it will become that much better; a better sense of ownership in the event will positively affect its outcomes.

W—Weaknesses

Do-it-yourself programming, while having many strengths, also has a pronounced duality of weaknesses. It tends to require more work, more planning and more research than other types of programming. Doing a program “in-house” forces a board to research the wants and needs of the student body, to plan and re-plan according to restrictions of the law, of the school, and of any problems that arise, and the board’s members to just plain throw themselves into the event head-on. Do-it-yourself programming also requires more time. Instead of requiring an afternoon to book the necessary agencies and examine the necessary contracts and riders, do-it-yourself programs require perhaps triple or quadruple the amount of time on the part of planners.

O—Opportunities

Nevertheless, do-it-yourself programming provides an endless number of opportunities to help the board to develop, as well as to produce interesting and unique events. In this kind of programming, which perhaps requires stronger leaders and decision makers, the event gives the team leader the opportunity to develop intermediate to advanced leadership traits. In fact, do-it-yourself programming becomes the new canvas on which both leaders and members can paint their ideas and exercise their creative juices. “In-house” events demand both originality and creativity. Finally, your board has the opportunity to

completely revolutionize an event (even the type of event) that they have developed, themselves.

T—Threats

However, there are a number of factors that might threaten the effective and successful implementation of do-it-yourself programming. First, your board must have a strong central leadership, with a keen ability to motivate team membership toward the strength of ownership. If a board lacks strong leadership, responsibility and motivation, do-it-yourself programming becomes nearly impossible. Along with potential shortcomings on the part of the board, the climate of the student body also affects the outcome of events. You must know your school well before you can implement do-it-yourself programming. Tailoring events to the “personality” of your school becomes paramount. Finally, a lack of tradition in do-it-yourself programming also threatens a future built on “in-house” events. If your board has always relied on “out-of-house” events, leadership and membership may not know how to plan and execute such programs—and your audience may not know to expect and appreciate them.

Examples of Successful Do-It-Yourself Programming

In February 2007, we presented *Handyman’s Delight: Do-It-Yourself Programming* at the NACA National Convention in Nashville, TN. For this presentation, we attempted to classify the types of “in-house” programming specific to Saint Vincent. We believed other schools could take our do-it-yourself program ideas and adapt them to fit their own needs.

We analyzed the Saint Vincent APB and its programs and found that it utilizes five essential categories of do-it-yourself programming that are specific to the school: game shows, dances, talent and performance, Halloween (or seasonal) and outdoor events. These overall categories may help define what your school can possibly do to enhance inexpensive, high-yield programming options.

1. Game Shows: *Watch Out Bob Barker! The Price Is Always Right ...*

Spoofs of popular game shows are usually popular with college students, especially if the prizes involved are worthwhile. For example, as part of the APB Game Show Series, Saint Vincent has produced SVC versions of *Deal or No Deal*, *Wheel of Fortune*, *Family Feud*, *The Price Is Right*, *Singled Out*, *Name that Tune*, *1 vs. 100* and *Double Dare*, to name a few. Game shows allow a maximum amount of

Saint Vincent’s Do-It-Yourself Programming Successes ...



Black Light Dance



Battle of the Barrel



Laser Dance Party

participant and audience involvement, while also capitalizing on audience excitement and the hope of winning great prizes. They are fun in real life, and most college students still find them fun at the campus activities level, as well. Game shows are great options for intermediate- to advanced-level programming boards. Why? The preplanning and schematic planning requirements for game shows tend to test the determination and know-how of leaders more than other do-it-yourself options.

For example, with *SVC Price Is Right*, not only did each segment game require a hefty amount of planning, but also more than 15 different segment games were involved! APB adopted many popular tests of economic prowess, such as Hi-Lo, in order to use them at the college level. We also made adaptations in the prizes we offered to meet the tastes and wants of college students. Instead of having a master bedroom set, we offered Ramen noodles, bed risers and a new entertainment system as prizes. We spent nearly \$1,000 on prizes and goods alone, though.

Also, *SVC Wheel of Fortune* became a popular event due to the prospect of winning nearly \$1,600 in cash prizes. *Wheel of Fortune*, overall, seemed easier to produce compared to the other game shows. Yet, the APB needed to complete some difficult tasks before presenting the game. For example, the team leader and his team needed to create different words and phrases based on real categories from the television show. "John Glenn Close" became an answer in the category of "Before & After." In addition, the board needed to construct the actual wheel (at a fraction of the real size), with different monetary denominations.

Finally, the participants needed to see the action of the word board, and we devised two options to present the question, word or phrase that you might want to borrow. You can use a chalkboard on wheels (in a "hangman" fashion) to show the available spaces. However, we decided to take a different spin on things. One of the computing and information sciences majors at the college, as part of a class, designed an electronic computer program that the board could, in effect, project onto a screen. Then, based on participant responses, a controller entered the responses into the computer program and either rejected or accepted the responses.

2. Dances: Shake Your Bon-Bon!

Saint Vincent has a reputation for throwing some of the best dances around, and we usually have guests from many other colleges. In smaller, suburban schools such as Saint Vincent, dances tend to draw heavier crowds due to the lack of a fast-paced atmosphere found in a larger city. But, even if your school is located in a larger city, that doesn't mean you can't throw a dance for your student body. In some instances, this type of do-it-yourself program catalyzes interaction and participation in other events, as well. Give your own activities board a new, youthful image with hot, new music and exotic themes. Saint Vincent's APB routinely throws dances, including a Graffiti Dance Party, '80s Dance, Mardi Gras Dance, Wild West Dance, Luau, Black Light Dance and Laser Dance Party.

You could book any one of these kinds of dances from a vendor for \$3,000 to \$4,000 each. However, we produced our own versions of these dances for about \$1,800 each. We save nearly two thousand dollars per event, and you can, too!

Why is this the case?

The major elements of each dance are really not expensive. To produce an effective dance, you must spend money on theme items, decorations, gifts or prizes, minor contracts, and a great deejay. For example, in 2005, the Saint Vincent APB planned to host a Laser Dance Party. In 2006, the APB planned a Black Light Dance. The school had never done either of these events before; yet both are available though major contracts from a couple different companies. The APB considered booking these events through the professional providers, but was taken aback by the costs involved. Therefore, we transformed these dances into do-it-yourself programs.

For the Laser Dance Party, the APB decorated the student activities building, Alcuin Hall, for a "rave" and used tons of crepe paper. The only other costs involved were contracting a laser company (who could match our deejay) and a deejay service. For the Black Light Dance, the APB purchased nearly \$600 worth of black lights and black light paint, as well as more than \$200 worth of glow necklaces. APB members mounted the black lights in strategic locations in Alcuin Hall, while others spread the washable paint throughout the dance floor. Finally, when the deejay service arrived, the APB chair instructed the head of the sound team to use only black light cannons, strobe lights and fog machines for the dance that evening. When the lights went out in Alcuin Hall, we transformed it into a futuristic club and most students did not even recognize the room.

3. Talent & Performance: Like Simon, Paula and Randy, Only Better

Not every campus may be up for the high energy of dances, and some campuses like refined, dignified entertainment for their student body. Saint Vincent has also developed a way to meet that need, as well. Talent or performance events usually do well at larger schools with an arts emphasis, but they also fare well at smaller, more tight-knit schools.

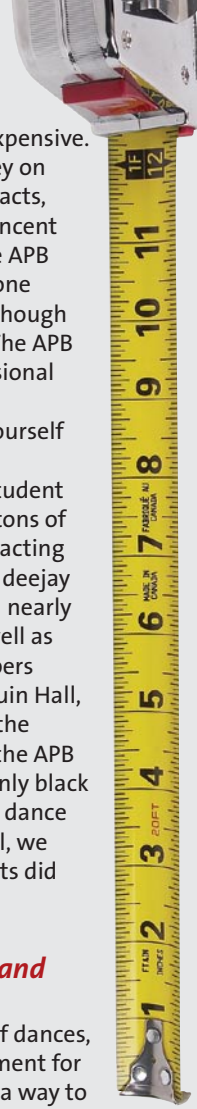
Why?

The reason is simple. Everybody likes to show off their talents and perform in front of their friends every once in awhile. Your school could produce an open mic night, various karaoke nights, or a good, old-fashioned lip-sync event. Plus, your programming board will find that these events are among the easiest programs to host.

Open mic nights and lip syncs require very little planning; you simply get people to sign up for time slots. Karaoke nights entertain the audience and allow participants to kick back and relax with the sounds of their favorite music. However, the best aspect of producing talent and performance events is that your board needs virtually no contracts. Other than booking a good karaoke deejay or a talented sound technician from your theatre program, your board can plan and execute these events independently.

4. Halloween (or Seasonal): Spooktacular Events for Your School

Every college student, regardless of how maturely they may behave, loves to relive part of their childhood. Your board can capitalize on this, especially if your school identifies with a specific season. At Saint Vincent, the campus livens up right around Halloween. The founder of our college, Boniface Wimmer, died in the month of November and has "haunted" Saint Vincent for more than 100 years! Every building on campus has some sort of scary ghost story associated with it.



Therefore, Saint Vincent identifies most readily with the Halloween season. In accordance, the APB plans events like Haunted Kid Night, the Haunted Underground, Ghost Walks, the Purgatory Dance and Scary Movie Night every year. This past year, the APB took these themed events a step further and scheduled six events in a row (a week-long series), creating the first *Haunted SVC Week* at the college. We had virtually no contract costs, aside from our deejay service, and the attendance at these events was uniformly record breaking. Your school could plan events like these, as well. Just make sure you know and understand the season your campus readily accepts as a school favorite.

For Haunted Kid Night, the APB holds the best kid-events from Halloweens of our youth. Participants at this event might decorate a Halloween cookie, make a caramel apple, drink some hot cider, take a whack at the spooky witch piñata, build a Lego haunted house, watch *Hocus Pocus* or *Ernest Scared Stupid*, or play Halloween-themed games. Plus, we have produced this event for only \$310!

For Haunted Underground, we use the spooky basement of one of the campus' academic buildings, Placid Hall. For one day (the Friday before Halloween), the APB transforms this space into a ridiculously scary haunted house. The 2006 Underground, for example, took on the theme of "Saint Vincent Asylum," in which the basement of Placid Hall, with its many themed rooms and scary corners, actually became an insane asylum.

Finally, for our Purgatory Dance, the APB relied on the college's love of school dances. More than 500 people attended and dressed in some of the scariest, funniest, most original, best group and most creative costumes. Therefore, the APB handed out prizes to the attendees, whose costumes fit those five categories. The Board's team leaders awarded nearly \$500 in prizes that evening.

5. Outdoor: Summer, Fall, Winter and Spring

Our final category of do-it-yourself programming features events your board can offer in an outdoor setting. If your school has a campus with a great deal of outdoor space like Saint Vincent, your activities board can use that to its advantage, especially if your student body has contracted a horrible case of cabin fever after a long winter. Our APB has scheduled events such as Cold N' Crazy, Wet N' Wild and scavenger hunts to get their students moving outside.

In the winter, student activities tend to pick up because students may be stuck inside and need something to do. Nevertheless, your board can still hold events outside, like Saint Vincent's Cold N' Crazy. Set up a temporary ice rink, rent some skates, buy some sleds, organize a snowman-building contest and have some hot chocolate on hand. This will guarantee the success of your winter events.

In the spring, after a long winter, keep your students moving outside and schedule a campus-wide scavenger hunt. Incorporate a list including items that they have to pick up, as well as pictures they have to take of popular campus spots. Some items and pictures are worth positive points. Some are worth negative points. Whoever gets the highest point total wins the hunt.

Finally, in September, while summer still holds on to the temperatures, arrange a series of events with your local fire department. Saint Vincent is one of seven schools in the

country to have its own volunteer fire department. Therefore, with the help of the Saint Vincent Fire Department and the Lloydsville Fire Department, the student body can participate in a battle of the barrel, a watery obstacle course and a bucket brigade race. These events cost practically nothing and pull students out of their rooms.

Odds and Ends of Do-It-Yourself Programming

PR

Your publicity materials are the most important part of running a program. If advertising is poor, chances are your turnout will be poor as well. Why waste time and energy when you can do it right? It is important to know what works on your campus. Do you have a college TV station that will announce events? Perhaps sidewalk chalk is a great tool? Maybe random event invitations in select campus mailboxes? Banners work great, too.

Dining Services

Set aside a few hundred dollars for food at each event. Popular event snacks at Saint Vincent include churros, cereal bars and pretzel bars, among others. Make sure to include the special treat on your PR materials. This will help to draw additional folks who just may be hungry!

Facilities Management

Pick a room on campus that is going to properly accommodate your event. If you are sponsoring a messy event such as a do-it-yourself version of the '90s hit TV show *Double Dare*, don't use a formal area such as your brand new auditorium. Also, make sure the room will accommodate the crowd you are anticipating. A very large room may make it seem as if nobody showed up the event.

About the Authors

Jason Wagner recently became assistant dean of students at **Belmont Abbey College (NC)**. Previously, he spent three years as director of Campus Life at Saint Vincent College (PA). Wagner holds a bachelor's degree in communication from the University of Pittsburgh at Greensburg (PA) and a master's degree in student affairs in higher education from Indiana University of Pennsylvania. At Saint Vincent (PA), Wagner provided oversight to the Student Government Association, Activities Programming Board, Orientation Program, Office of Campus Recreation and Office of Multi-cultural and International Student Life, as well as the primary functions of the Office of Campus Life. He co-presented *Handyman's Delight: Do-It-Yourself Programming* at the 2007 NACA National Convention. A past delegate to several NACA National Conventions, he is also a member of the American College Personnel Association, the Pennsylvania College Personnel Association and the National Orientation Directors' Association.



Zach Clark recently graduated from **Saint Vincent College (PA)** with a bachelor's degree in history and a minor in secondary education. During his four years at Saint Vincent (PA), Clark served as a two-year chair for the Orientation Program, a three-year resident assistant, and the co-founder, team leader and chair of the Activities Programming Board. He is dedicated to the field of student affairs and has officially enrolled in the Student Affairs in Higher Education graduate program at Indiana University of Pennsylvania for the fall semester in 2007, where he will also advise the Entertainment Network, the university's student activities board. Clark has attended four different NACA National Conventions and co-presented *Handyman's Delight: Do-It-Yourself Programming* at the 2007 NACA National Convention in Nashville, TN. He holds professional affiliations with NACA, the National Orientation Directors' Association and the Pennsylvania State Educators' Association.

