



### Orientation Program Planning checklist

This form is intended as a resource for Faculties and Undergraduate Societies to discuss and review the plans for student led orientation activities. Please contact your Associate Dean to clarify your Faculty's approval process. Before meeting to discuss plans for orientation events please have all parties review the content on [students.ubc.ca/organizing-event](https://students.ubc.ca/organizing-event).

Please use attachments to provide details when applicable.

#### 1 Program/event overview

List of events (can attach as a spreadsheet or calendar):

Description and goals:

Summary:

Theme(s), if applicable:

Contact name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Duration: \_\_\_\_\_

Total number of students: \_\_\_\_\_ Ratio of leaders to students: \_\_\_\_\_

How will you be promoting the event?

Do you have or anticipate obtaining sponsorship?  Yes  No

If yes, please provide list of sponsors or prospective sponsors:

If yes, have you read the AMS Sponsorship Guidelines on [www.ams.ubc.ca/wp-content/uploads/2010/07/AMS-Sponsorship-Guidelines-.pdf](http://www.ams.ubc.ca/wp-content/uploads/2010/07/AMS-Sponsorship-Guidelines-.pdf)  Yes  No

Safety plan:

## 2 Inclusivity / Accessibility

Have you considered the following? If yes please provide details or an attachment.

Training / preparation of leaders:

Timing of the event:

- Costs for participants and considerations of financial barriers to access:

- General accessibility and inclusion (ie. dietary restrictions, access for people with disabilities or medical conditions):

- What is the protocol if someone feels unsafe or uncomfortable with certain activities, incidents or events?

- How will the participants know about the protocol?

### 3 Event preparation

- We have read alcohol guidelines
- We have read orientation program guidelines
- We have read related AMS and UBC policies and guidelines outlined at [students.ubc.ca/event-policies](https://students.ubc.ca/event-policies)
- The leaders have completed building inclusive community training