

Designing a Programming Schedule

Step 1: Decide how often you want to meet

Step 2: Decide where you want to meet (having a regular location is best)

Step 3: Fill in open meeting dates with topics you would like to cover

Step 4: Research the Topics

Step 5: Advertise plans for up-coming meetings

For Example: Alex and Leah decide to start a GSA. **(1)** They decide that they want their GSA to meet twice a month. They figure that there are nine months in the school year (September – May), which means they need to plan for 18 GSA meetings. **(2)** They also decide to have all the meetings in room 218 of the Union. **(3)** Alex and Leah then look at the Year Calendar (see Box 1 below). Then they fill in the open meeting dates with topics they want to cover and decide who will research the topics (see Box 2 below). **(4)** Leah and Alex both do their research and come up with discussion questions and then **(5)** begin making fliers and announcements detailing the GSA's plans for up-coming meetings.

Possible topics include: LGBT History, Transgender Issues, Allies, Hate Crimes, LGBT People and the Media, Current Events, Road-Side Clean-Ups and Adopting Highways, Developing a Safe-Space Program with training, Documenting acts of homophobia and presenting the information to administration, Getting sexual orientation or gender identity added to college or university policies, Staff Development Training, Create T-Shirts, Co-Sponsor Events with other groups on Campus, Set-up tables with information about national days (Day of Silence, etc.) in your Union, etc.

BOX 1

___ Meetings per Month X 9 Months = ___ GSA Meetings. We will meet in Room/Location _____
Topics we want to cover: _____ _____ _____ _____

BOX 2

Month	Event	Dates	Notes
September	National Hispanic-Latino Heritage Month	9/15-10/15	
October	LGBT History Month	All month	
	National Coming-Out Day	10/11	
	Iowa Gay-Straight Alliance Day Declared	10/18	
	Queer Iowa Student Conference	10/27-10/28	
November	Transgender Day of Remembrance	11/20	
	National American Indian Heritage Month	All Month	
December	World AIDS Day	12/1	
January	No Name Calling Week	1/22-1/26	

February	MBLGTACC	2/16-2/18	
	Governor's Conference on LGBT Youth	?	
	African American History Month	All Month	
March	LGBT & Allied Student Day at the Capitol		
	Women's History Month	All Month	
April	GSA Conference	4/14	
	National Day of Silence	4/18	
May			