#### **Program Summary**

**For Office Use Only:**

* Participant numbers entered into ParkPro
* Entered into 5 Ways Spreadsheet

|  |
| --- |
|  |

ClientDate

## Representative Time

## # of participants in the beginning: # of participants in the end:

Client Goals and Objectives:

Type of Program - check one: CSUS  Community  Corporate

Other (explain):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Team Member | Clock In On Time? Yes / No | Clock Out Time | | TL | Yes No  How Late: |  | | F | Yes No  How Late: |  | | F | Yes No  How Late: |  | | F | Yes No  How Late: |  | | A | Yes No  How Late: |  | | A | Yes No  How Late: |  | | A | Yes No  How Late: |  |   Are there any staff topics that management should be informed of? Staff on time, dressed appropriately, training, check-off’s, etc?    *Before the Program*  Did the Team Lead contact the client at least 1 week prior to the program? Please describe the communication between TL and client. What was helpful? What would you have liked to know?    *Itinerary*  List any additions to the program itinerary and describe why you added them.    List any deletions to the program itinerary and describe why you deleted them.    *Program Description*  Describe the opening / Energizer portion of the day. Was the client on-time, how was the energy of the staff, client, etc.?    Describe the initiative portion of the day. What worked/did not work, what would have worked better, etc.?    Describe the closing. Why did you choose the closing that you did? Where was the energy of the group?    *Post Program*  What specific information does management need to know about the client/program? Did the participants voice any specific concerns or misgivings? Is there any exceptional feedback?    Please document any Zoom issues and attach the itinerary. |  |  |  |  |  |  |  |

**Did the TL forward the Program Summary to Valerie, John, and the Front Desk?**

**Is the itinerary attached?**

**Valerie’s Email :** [**vregner@csus.edu**](mailto:vregner@csus.edu)

**John’s Email:** [**gratton@csus.edu**](mailto:gratton@csus.edu)

**Front Desk Email :** [**asi-pke2@csus.edu**](mailto:asi-pke2@csus.edu)