



Missouri State University  
DIVISION FOR DIVERSITY AND INCLUSION

~DIVERSITY COORDINATION TASK FORCE~

**Diversity Programming Event Guidelines**

The following information is intended to guide program groups and individuals in selection of programs and content for culturally-based programs at MSU. This template can be used for all diversity programs, events and activities within academic, administrative and student units and organizations. The template is strictly a guide and does not constitute any other purpose or support. Questions about use of this instrument can be directed to Charlotte Hardin, Assistant to the Vice President for Multicultural Programs, or any member of the DCTF.

**Overview of Planning Activity:**

Considerations for program selection and prioritization:

- It is often important to consider ideas from the previous year that could not be implemented, unless outdated or infeasible, and give these ideas first consideration for current-year programs. If considered, we suggest that these programs already have a confirmed sponsor, commitment from main speakers/entertainers, and space determination before going forward with planning.
- After reviewing previous ideas and ensuring that funding sources exist for implementation, new programs should be considered in a prioritized fashion. It is suggested that new programs contain core criteria for cultural experiences (see below) and spotlight one the following components:
  - Cuisine
  - Cultural Celebration
  - Current Issues
  - Disability Issues
  - Geography
  - Government
  - History
  - Language
  - Music
  - Religion
  - Women's Issues

**Core Criteria for Cultural Experiences:**

**If it is about....**

**Does it....**

	Educate	Entertain	Challenge Stereotypes	Draw Other Cultures	Promote Interactivity	Cost Effective	Promote Collaboration
<b>Cuisine</b>		*			*	*	
<b>Cultural Celebration</b>	*		*			*	
<b>Current Issues</b>	*		*				
<b>Disability Issues</b>	*		*				
<b>Geography</b>	*				*		
<b>Government</b>	*			*			
<b>History</b>	*				*		
<b>Language</b>	*				*		
<b>Music</b>		*					*
<b>Religion</b>	*		*	*			
<b>Women's Issues</b>	*		*	*			

**\*Denotes criteria deemed most important for gaining favorable program results**

**General criteria for consideration while planning any diversity program or event: Does the program...**

- Reach out to the community
- Provide a service to students
- Promote diversity
- Provide educational content
- Provide a cost effective presentation