



### **3 Steps to Bring Harbor Institute to Your Campus**

- **Step 1 - Choose a program** with your programming board and advisor(s). When reviewing our programs and speakers, think about what you are planning for (freshman orientation week, diversity week, Black History Month, [National Hazing Prevention Week](#), Training (Student Government Association (SGA), Fraternity/Sorority Life, Resident Assistant (RA), etc.) **DOWNLOAD OUR 2020 PROGRAM GUIDE ON OUR WEBSITE TO GET STARTED.**
  
- **Step 2 – Choose a date:** We encourage you to consider days that you already have your organization meetings and/or designated black out times that your institution may have for College/University wide events (i.e., Tuesdays from 11 am -1 pm). Email us the dates you are interested in and we can check our speaking schedule for availability. We will then email you a tentative hold date. **DOWNLOAD OUR LATEST CONFIRMED EVENTS LISTING ON OUR WEBSITE.**
  
- **Step 3 – Confirm the logistics:** -Confirm your space (room, building on campus) with our tentative hold date. Then confirm funding by applying to your student government association (SGA), office of Multicultural Affairs/Diversity and Inclusion, fraternity/sorority life, student activities or campus programming board (CAB) for final approval. Contact us when you get the funding request approved and we will set up a conference call with you to confirm all the marketing, contract and speaker travel for the event.

Have more questions? Call us at 202-321-6132 or emails us at [info@theharborinstitute.com](mailto:info@theharborinstitute.com)