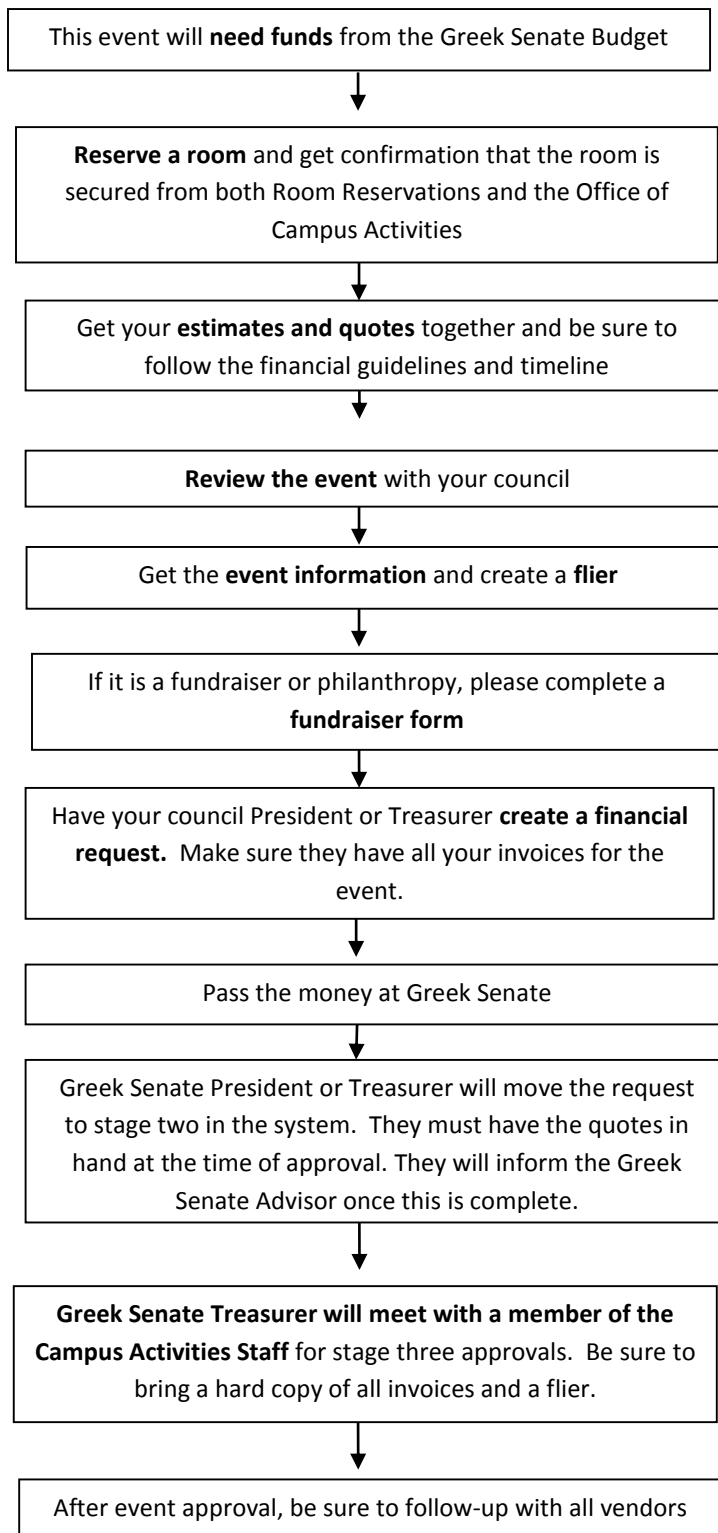
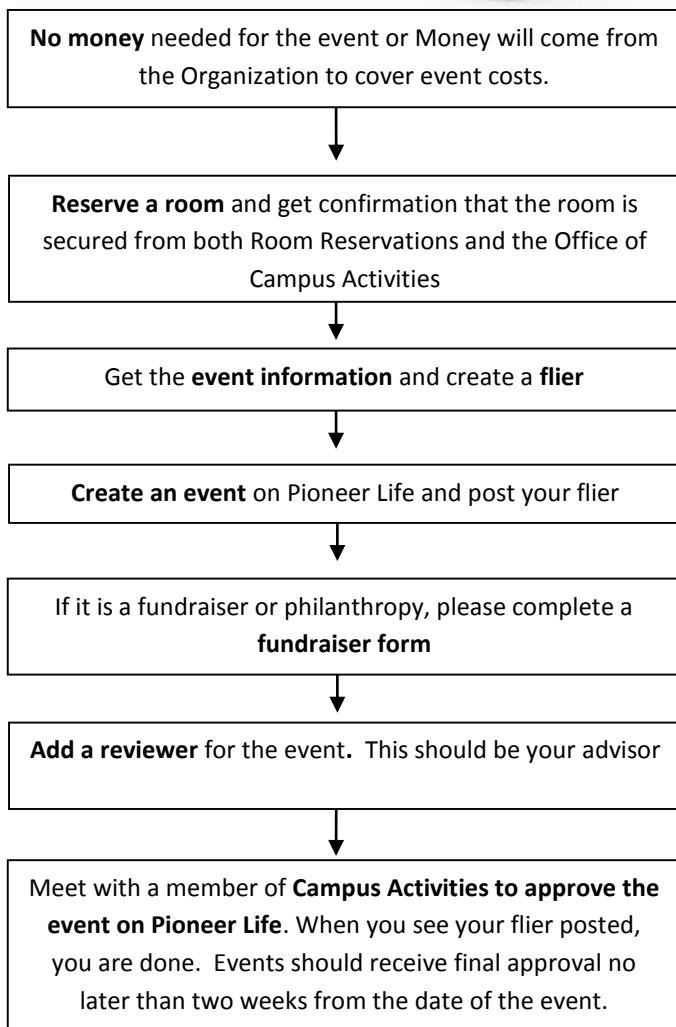


# STEP BY STEP OUTLINE FOR GREEK PROGRAMMING



**Please note:** If any of the above steps are not completed by the predetermined financial guidelines, you may have your program cancelled and your room request forfeited. Be sure to complete all steps within a one week time span.

# Event Planning Timeline for Fraternities and Sororities

## Important Excerpts from the SGA Financial Guidelines:

This document is based on the financial request timeline set forth within the SGA Financial Guidelines. As a reminder the financial request process timeline is as follows:

- Events/items costing under \$1000 must be approved by the Greek Senate **2 weeks** before the event
- Events/items costing \$1000-\$5,000 must be approved by the Greek Senate **3 weeks** before the event
- Events/items costing over \$5,000 must be approved by the Greek Senate **5 weeks** before the event
- Events/items costing over 20,000 must be approved by the Greek Senate **8 weeks** before the event

**Council Funding Requests:** Prior to requesting funds at a council meeting all event details must be outlined and an **Event Request** generated on Pioneer Life. Bring a copy of this information to the council meeting so that if the funding is approved you can give it to the treasurer who will then enter the **Funding Request** on Pioneer Life. Next, both the **Event** and **Funding** requests must be voted upon at Greek Senate.

## Event Planning Timeline:

### 4-10 weeks in advance:

- Begin conceptualizing your event
- Submit your room reservation request (*Request form available on Hospitality Services Website*)
- Start calling vendors and gathering price quotes (*Vendor list available from Campus Activities*)

### 3-9 weeks in advance:

- Submit **Event Request** on Pioneer Life (<http://pioneerlife.wpunj.edu/>)
- If requesting funding, request money to be passed at Council and/or Greek Senate meeting
  - Once money has been passed at meeting the treasurer of the council and/or Greek Senate must submit a **Funding Request** on Pioneer Life
- Get **Event Request** approved by chapter advisor
- Get **Event Request AND Funding Request** approved by Council Advisor OR Greek Advisor
  - For this meeting please come prepared with a copy of your room reservation contract, all vendor quotes, a flyer for the event and any other pertinent event information
  - This meeting must take place a MINIMUM of 2 weeks prior to the date of the event

### 2-8 weeks in advance:

- Begin advertising for event once Event Request and/or Funding Request has been approved by Campus Activities Staff Member

### 1-3 week in advance:

- Contact all vendors to confirm event details
- Continue advertising event
- Speak with organization members to work out all logistics for the day of the event

### On the day of the event:

- Arrive early to meet all vendors for setup and to confirm that the room setup and media needs are taken care of before your attendees begin to arrive

**Please contact a staff member in the Office of Campus Activities and Student Leadership at 973-720-2271 if you have a question or need assistance at any stage during the event planning process.**