# STEP BY STEP OUTLINE FOR GREEK PROGRAMMING



**No money** needed for the event or Money will come from the Organization to cover event costs.

**Reserve a room** and get confirmation that the room is secured from both Room Reservations and the Office of Campus Activities

Get the event information and create a flier

Create an event on Pioneer Life and post your flier

If it is a fundraiser or philanthropy, please complete a **fundraiser form** 

Add a reviewer for the event. This should be your advisor

Meet with a member of **Campus Activities to approve the event on Pioneer Life**. When you see your flier posted,
you are done. Events should receive final approval no
later than two weeks from the date of the event.

This event will **need funds** from the Greek Senate Budget

**Reserve a room** and get confirmation that the room is secured from both Room Reservations and the Office of Campus Activities

Get your **estimates and quotes** together and be sure to follow the financial guidelines and timeline

Review the event with your council

Get the event information and create a flier

If it is a fundraiser or philanthropy, please complete a **fundraiser form** 

Have your council President or Treasurer **create a financial request.** Make sure they have all your invoices for the event.

Pass the money at Greek Senate

Greek Senate President or Treasurer will move the request to stage two in the system. They must have the quotes in hand at the time of approval. They will inform the Greek Senate Advisor once this is complete.

Greek Senate Treasurer will meet with a member of the Campus Activities Staff for stage three approvals. Be sure to bring a hard copy of all invoices and a flier.

After event approval, be sure to follow-up with all vendors

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 <u>under \$1000</u> must be approved by the Greek Senate <u>2 weeks</u> 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

<u>Council Funding Requests:</u> 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
  - o 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.