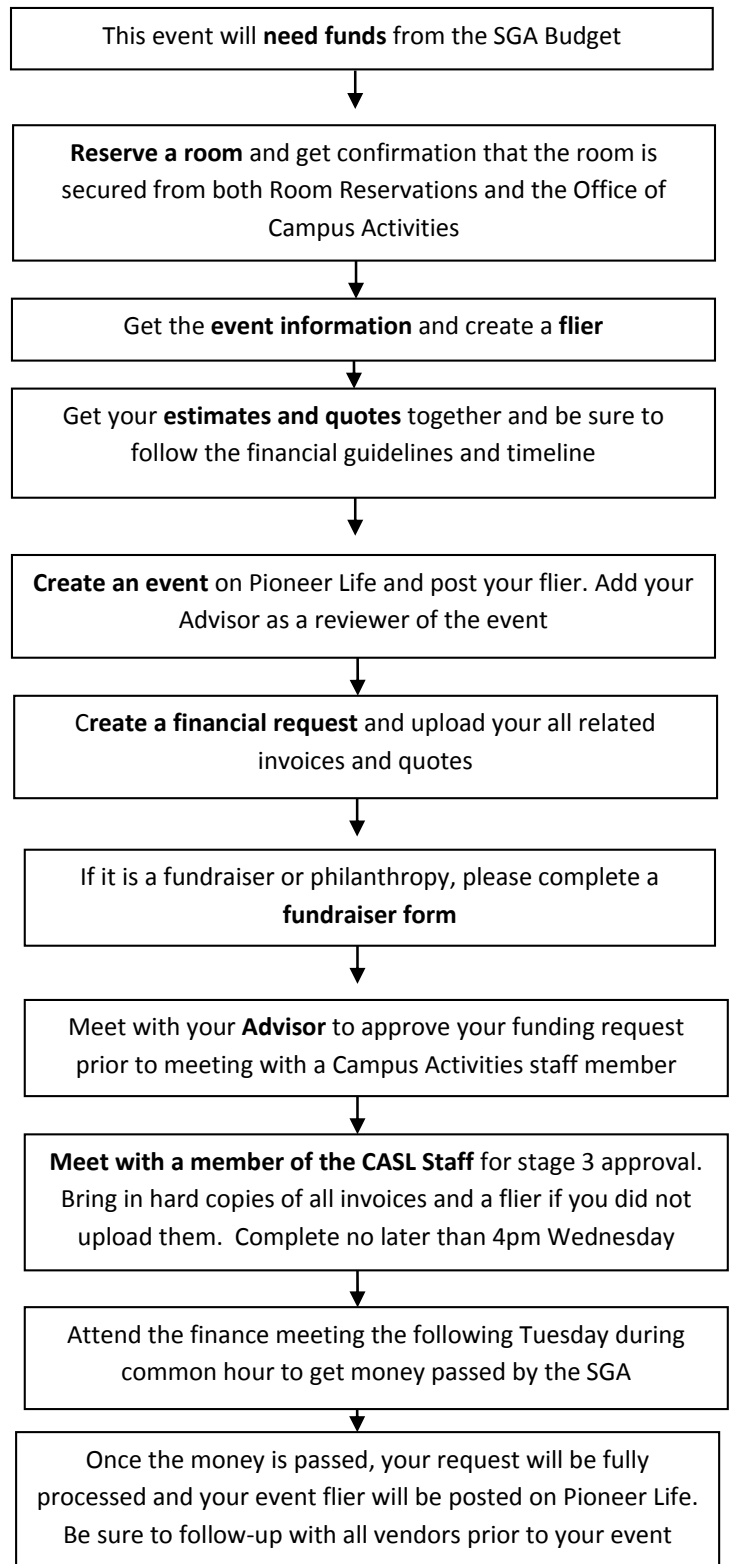
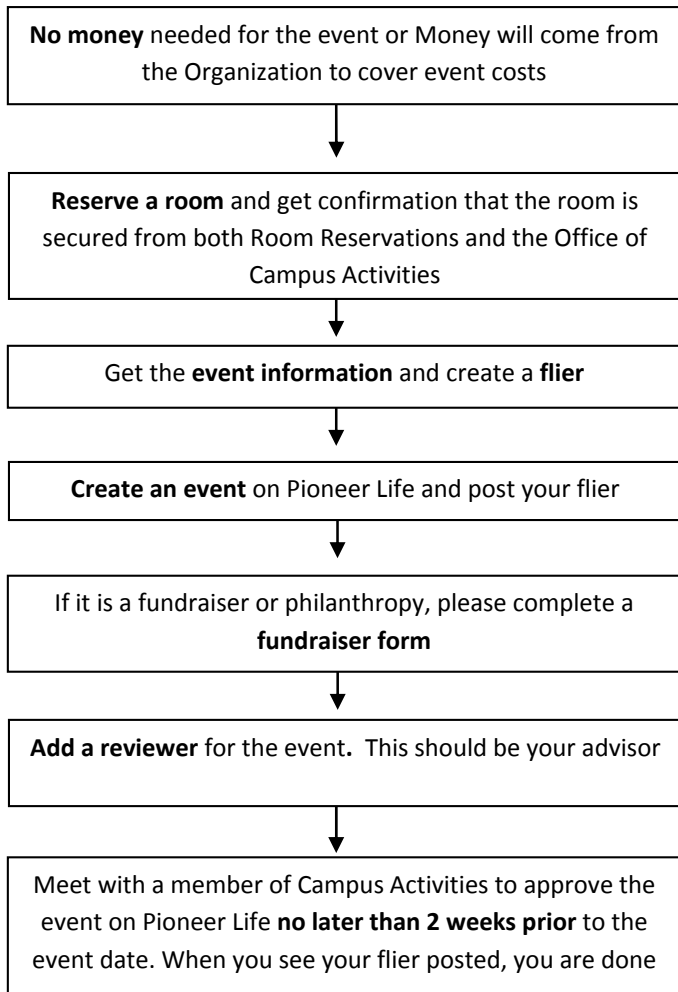


STEP BY STEP OUTLINE FOR EVENT BUDGETED PROGRAMMING



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

Event Planning Timeline for Event Budgeted Clubs

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

Important Notes:

- A club may request up to \$20,000 per academic year and must co-sponsor with other clubs if they wish to have access to additional funds.
- Attending the Allocations committee meeting for approval of funds is one of the last steps of the event planning process

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, you must also submit a **Funding Request** on Pioneer Life
- Get **Event Request** approved by club advisor
- Get **Event Request AND Funding Request** approved by a Campus Activities Staff Member
 - 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
 - In order to be eligible to attend the finance meeting the following week your request must be approved **before 5:00pm** on the Wednesday prior to the meeting

2-8 weeks in advance:

- If no funding has been requested:
 - Begin advertising event once it has been approved by a Campus Activities Staff Member
- If funding has been requested:
 - Go to finance meeting
 - Begin advertising event once it has been approved by the Finance Committee

1-3 week in advance:

- Contact all vendors to confirm event details
- Continue advertising event
- Speak with club 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, Service and Leadership at 973-720-2271 if you have a question or need assistance at any stage during the event planning process.