

## **Sykes Union & Student Activities Program Planning Guide**

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing [accessiblepolicy@wcupa.edu](mailto:accessiblepolicy@wcupa.edu)

### **Purpose and Scope**

The Program Planning Guide (PPG) is a document curated and updated by Sykes Administration and multiple departments within West Chester University (WCU) to help student organizations and departments to develop a successful event within the policies in the Sykes Student Union and other buildings on campus.

The departments that assemble to review the policies within the PPG are part of the Student Program Activity Review Committee (SPARC). This committee is made up of members from the Registrar, Athletics, Campus Recreation, Public Safety, Student Leadership and Involvement, Residence Life and Housing Services, Venue Management and Conference Services. SPARC meets monthly to review policies and update the PPG as necessary.

Organizations that are planning an event should refer to the PPG to find answers to most of their questions. This document covers the first steps of developing a program, the definitions of different events types, how to use the designated campus reservation system, event logistics and how to organize details of an event and the repercussions of violating policies that are outlined in the PPG. If event organizers still have questions about their event after reading through the PPG, they are more than welcome to contact Sykes Administration for further clarification.

The guide is reviewed and updated on a yearly basis by the Student Program Activity Review Committee (SPARC) and can be located at the following webpage:

<https://www.wcupa.edu/services/Stu.Syk/programPlanningGuide.aspx>

**Reviewed by:** Student Program Activity Review Committee (SPARC)

**Policy Owner:** Clayton Kolb, Senior Director Sykes Administration

**Approved by:**



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