

This policy has been rescinded on November 4, 2025 as approved by Dr. Jasmine Buxton, Vice President of Student Affairs and has been incorporated with the University Events policy and Student Organization Special Event Advising Policy.

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

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

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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:



Dr. Jasmine Buxton

Vice President for Student Affairs

November 4, 2025

Effective Date: January 1, 2021

Next Review Date: November 4, 2029

History: unknown

Initial Approval: October 2017