



Office of Student Leadership & Involvement | West Chester University | Sykes Student Union Room 238
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To all student organization officers and advisors,

The Office of Student Leadership and Involvement established a new policy for all student organizations hosting special events on campus. The “[Complex Event Advising Policy](#)” is now a required process for all student organizations. It is our hope that this process helps students execute event planning more efficiently, rather than be an additional burden.

Resources for student organizations planning events on campus can be found [here](#), including the program planning guide and the [Complex Event Planning Form](#). This form is in Beta mode, as we work through any kinks in the workflow.

If you currently have a reservation for a special event, you will receive individual communication to alert you to complete this process for that event – even if it is happening in September. If you have an event happening on or after October 1st, the four-week timeline is required.

All student organizations will receive training about this policy at the **September 6th Council of Organizations meeting**.

Important things to note:

- For all special events located in Sykes Student Union, Academic Quad, Ram Park, and Residential Quad, [Jordan Maxwell](#), Assistant Director of Sykes Student Union, will be your Complex Event Advisor.
- For all other special events, your Complex Event Advisor will be your [SLI Point of Contact](#) (FSL Staff Advisor for fraternities or sororities).

- Organizations are encouraged to submit this form as soon as they begin planning, but no later than four weeks in advance.
- Ehinger Gym (Purple Gym) is currently offline for events that require Public Safety until Risk Management issues can be resolved.

Along with the Sykes Advanced Reservation Process, this is part of the overall change in how events are planned and managed on campus. The events and programs hosted by our student organizations are key in providing a vibrant campus community. We appreciate your patience as we take the time to learn what works best for students and staff in this process and continue to make improvements over the next year. Any questions, please email involvement@wcupa.edu.

Rams Up,

The Office of Student Leadership and Involvement

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