



## Pitt Program Council Collaboration Policy

Thank you for your interest in programming a collaborative event with Pitt Program Council! Pitt Program Council is dedicated to helping undergraduate, non-CGS student organizations and departments at the University of Pittsburgh organize events in a collaborative fashion. We especially value opportunities to program unique and diverse events to benefit the Pitt community. Please read all of the information below and if you have any questions, do not hesitate to email us at [ppc@pitt.edu](mailto:ppc@pitt.edu) or call us at (412) 648-7900.

If you are only interested in funding for your event, and you are a registered SORC organization, please consider requesting funds through the Student Government Board Allocations Committee. You can contact the Allocations Committee at [sgb.allocations@gmail.com](mailto:sgb.allocations@gmail.com).

A good collaborative event proposal has very little planning already done because Pitt Program Council would like to be involved in the process from the very beginning. Therefore, Pitt Program Council will rarely approve any of the following types of events/programs:

- Those which only request funding
- Those which only request marketing resources/assistance
- Any event which has already been planned (e.g. pre planned time and/or date, contracts already completed)
- Events which, in our opinion, do not have a viable programming aspect
- Philanthropy or fundraising events
- Events that are politically charged or influenced, in our opinion.

Pitt Program Council will consider requests for collaborative events from all undergraduate, non CGS, SORC-recognized student organizations, hall councils, or University Departments. Events must meet the following guidelines and procedures to be considered for collaboration:

- The event must be open and advertised to the entire University of Pittsburgh undergraduate, non-CGS student body. Graduate and CGS students as well as faculty, staff and the general public will not be admitted to the event due to Pitt Program Council's funding source.
- Attendance and ticketing policies must comply with the standard Pitt Program Council ticketing procedure.
- Pitt Program Council and collaborating organizations/councils/departments must approve all details of the event.
- Meeting times must be set up between both organizations a minimum of 5 weeks prior to the event date in order to discuss responsibilities and expectations.
- All advertising, including any and all social media or electronic notices, for this event must be reviewed and approved by all of the parties involved before distribution.
- All advertising must include the following:
  - Pitt Program Council logo and contact information
  - Logos of any other collaborating organizations as well as necessary/specified other information

- NO alcohol, tobacco, or illegal substances shall be permitted at any event in collaboration with Pitt Program Council. If any of these substances are present at the event, or if any member of the collaborating group arrives in an intoxicated state at the event, collaborator may forfeit any support from Pitt Program Council—including financial support.
- Pitt Program Council reserves the right to void all collaboration if not included in any and all decisions for the program or if Pitt Program Council feels that any points in the signed Agreement Form have been breached.

### Collaborative Events Timeline

Proposals are received on a rolling basis; therefore, it is of the group's benefit to apply early. Proposals must be received by Pitt Program Council no later than 6 weeks before intended event date. Proposals should include a description of intended event including purpose and intended audience, cost estimation, expected venue, summary of how this program will benefit the campus as a whole, and expectations from Pitt Program Council and any other groups involved.

After you submit your proposal:

- You will receive an email confirming the receipt of your submitted proposal.
- All applications are discussed by the Review Board within 72 hours of submission. The Review Board consists of the Pitt Program Council Executive Board Director, Advisor, Program Coordinator, and the appropriate committee director
- After review, applications are declined, accepted, or more information on the program may be requested.
- If more information is requested, the Executive Board Director will arrange a meeting with the group contact.
  - Based on the information gathered at this meeting, the event will either be declined or accepted.
- If an application is declined, your group will be contacted immediately.
- If your application is accepted the Executive Board Director will contact the group representative to set up an initial meeting. The Review Board reserves the right to propose conditional terms for collaboration as deemed appropriate during consideration of the event proposal.

*\* Due to the reduced availability of the Review Board in the summer, this process and timeline are subject to change when planning programs for the fall semester*