

## **Inter-Greek Programming Assembly Greek Community Event Guidelines**

One purpose of the Inter-Greek Programming Assembly is to regulate and schedule all chapter-sponsored events that involve the Greek Community.

1. Events required to go before the IPGA are chapter-sponsored Greek community events involving more than four sororities/fraternities at the University of Kentucky.
2. A *Greek Community Event Application* must be submitted to the IGPA screening chair at least six weeks before the proposed event is scheduled. Applications for fall events may be submitted no later than 4:00 p.m. on the last Wednesday in March. Applications for spring events may be submitted no earlier than 9:00 a.m. on the first Wednesday in November and no later than 4:00 p.m. on the first Wednesday in November. Any chapter applying for an event must be present at an end-of-semester meeting to find out who will receive the event slots and also more information on how to prepare their event.
3. Chapters may only sponsor or co-sponsor one Greek community team/chapter event per academic year. None will be scheduled during the weeks of Homecoming. A few events might be scheduled during Greek Week or Service Week.
4. The number of chapter-sponsored Greek community events is limited to eight (8) events per semester. No events may be longer than two (2) days. Chapters will be able to charge participants and spectators with approval from IGPA.
5. All competitive events (those involving brackets, teams, a winner, etc.) must be reviewed by IGPA for consideration as one of the eight Greek community events. Other events that are non-competitive in nature (cookouts, concerts, etc) are welcome, but not required to apply for one of the eight sponsored Greek community events.
6. All IGPA events must be co-sponsored. This is to ensure that all chapters have an opportunity to host an IGPA event, and have money donated to their choice of charities.
7. No chapter house will be permitted as a site unless other wise approved by the IGPA.
8. All events must be done in good taste and follow University policies. Event sponsors must prohibit alcoholic beverages and illegal activities at their events. Sexist themes or activities as well as any other theme or activity that demeans a group or individual must not occur. Any event not upholding these standards will not be permitted in the future.
9. The pre-approved events will be placed on the Greek Calendar for distribution to all chapters before the beginning of the semester. Chapters may not distribute information about their event until their *Greek Community Event Packet* is screened by IGPA. The event must be screened at least four weeks prior to the event date.
10. If an event will have an event t-shirt, the t-shirt design must be approved by all chapter presidents prior to the packet screening by IGPA. At the screening, IGPA will need to approve the design. The design must also be included in the packet for distribution.

11. The *Greek Community Event Packet* for screening should include 10 copies of the following:
  - Official IGPA event cover letter, which will be provided to you.
  - Event name and sponsoring organization(s)
  - The recipient of any funds being raised
  - The event time, place, and date (including rain site and/or date)
  - Contact person's name and phone number
  - Description of the activity/activities, including all applicable rules and regulations
  - Number of participants required for each activity
  - Participation fee (not to exceed \$25 per team)
  - A release form for participants, if applicable
  - If the event is likely to result in the participants to be dirty or messy, there must be a clause in the packet requiring some method of clean up.
  - A statement which declares that alcohol and drugs are not allowed at the event and that inappropriate behavior will not be tolerated.
  
12. After an event is approved by IGPA, then chapters must submit the final packet to IGPA for distribution at least three weeks before the event(s) is to be held. Chapters may not distribute information through chapter mailboxes, council meetings, chapter houses/rooms until IGPA has approved the final packet.
  
13. Any request for an event to be held that would conflict with these guidelines due to unusual or extraordinary circumstances will be evaluated on an individual basis by the IGPA.
  
14. Sponsoring chapters failing to follow these guidelines and procedures will be referred to the appropriate Judiciary Board of the Interfraternity Council, the Panhellenic Council, or the Pan-Hellenic Council. A chapter may file a formal complaint against the sponsoring chapter(s) initially through IGPA within 10 school days of the event. IGPA may have the option to deny future sponsorship of events after a hearing is held.
  
15. IGPA retains sole right to award AND revoke events to Greek chapter. Events given to chapters shall not be traded or bartered. Any evidence of this occurring will result in immediate referral to the appropriate judicial board.
  
16. No chapter shall be permitted to hold an event unless they have attended fifty percent of the prior semester's IGPA events. This means that chapters must participate in no less than four (4) of the events on a regular eight (8) event semester calendar.
  
17. Any chapter sponsoring an event must have participated in a majority of Greek Week and Greek Service Week activities.
  
18. In an attempt to better recognize chapters for their accomplishments with Greek community events:
  - a) IGPA will send a letter to all sponsored chapters' National Headquarters to inform and congratulate them on the success of said chapter's event.
  
  - b) An award will be given at the Greek Awards Banquet for an overall best Greek event. The decision will be made by IGPA based on Greek participation, originality, and overall quality of the event.