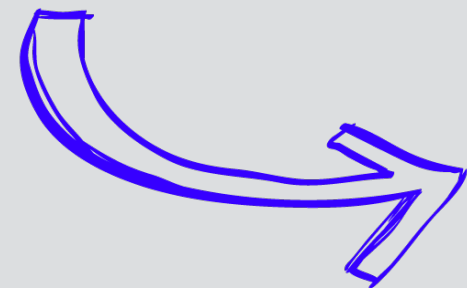


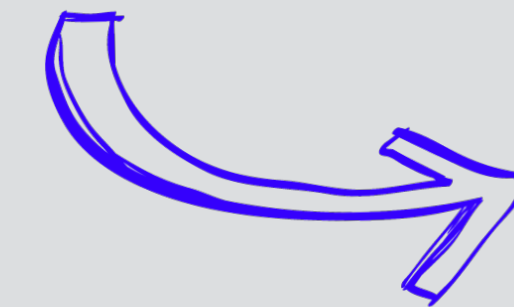
**Complete the Program
Planning Form (PPF)
@SLUGroups**




**If the PPF is reviewed
and approved by your advisor,
the form will be submitted to
the Division of Student
Development for further
consideration**



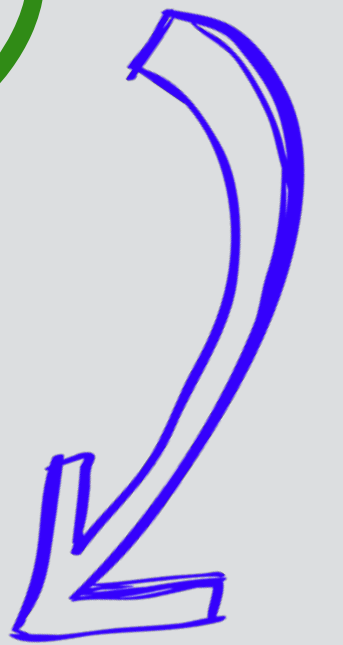
20
**The division must receive the
PPF with at least 20 Business
Days prior to the event date in
order to revise and approve
your event**



**If questions arise you will
be contacted and may have
to revise and resubmit the
PPF on SLU Groups**

A large red 'X' mark is drawn over the text in this oval, indicating a negative outcome.

**If PPF follows all the
requirements and no
questions arise, your
event will be approved**



**You and your advisor
will receive a
confirmation notice and
instructions to access
your certificate of
approval**

A large green checkmark is drawn to the right of the text in this oval, indicating a positive outcome.

**E-mail the certificate of
approval to the
appropriate department
responsible to book a
space for your event**

**Check any further actions
for your type of event (i.e.
contracts) at the Student
Involvement Center
Organization Resources
Page**

**For more information
contact the Student
Involvement Center
by visiting the Busch
Student Center Suite
319 or at
slustudentorgs@slu.edu**