

Proper Procedures to Conduct a Pinning

Pinning basics

- First, there needs to be a relationship between two members of the Greek community.
- Once this has been established, the pinning planning process can start!

Who to contact and meet with

- FSR recommends that the Chapter Presidents be the point person of contact. There should be a brief planning meeting between these parties to establish the basics of the potential pinning.
- Once the idea has been discussed between Chapter Presidents and the individual wishing to pin his/her significant other, the two chapters' social chairs should assist in planning the event, as they are familiar with the process.
- From here, the involved parties should meet with their Risk Management Teams to continue the event planning process. Each individual chapter's event planning protocol should be followed.
- FSR recommends that the facility director of the sorority involved meet with the Chapter Presidents in order to maintain open lines of communication regarding the event.

Paperwork

- Each chapter must submit their own separate GAMMA forms for the event.
- Be sure to follow each individual chapters' proper protocol for obtaining advisor approval in completing the GAMMA forms.

Things to keep in mind

- Involve your whole chapter! FSR encourages chapters to use the event as a raid, so as to include their whole membership instead of just the couple's close friends.
- "Fake pinnings" should be avoided. They degrade the ritual and we want to keep these ceremonies special for the couple, sisters, and brothers involved!
- The pinning ceremony is to be held at the sorority house. Be courteous of sorority property during the pinning ceremony, including walls and landscaping.
- There may be no alcohol at the sorority house at the pinning ceremony or on the transportation to the venue.
- That being said, the actual pinning ceremony at the sorority house is an important part of the event. Save the bulk of celebrating for the venue!
- In the event that the police are called to the sorority house during the pinning ceremony, only members of the Risk Management Team should talk with them. This excludes the couple celebrating their pinning.
- No two chapters have identical pinning etiquette! Therefore, it is important to communicate in order to learn what is expected of the event. Some sororities host pinnings in their courtyards, while others do not permit fraternity members to enter their houses during the ceremony. Educate all chapter members on this protocol prior to the event in order to prevent misunderstandings. Know what is expected!