

DEPARTMENT EVENT PLANNING TOOL KIT

Purpose:

To provide instructive guidance and tools to departments planning an event that is not directly supported by CAS vents and/or CAS arketing. This document can not only guide event planning but serve as a task completion checklist. Supporting resourcements are accessible here: https://usf.box.com/s/z35qdu3ln14h7a1g95lmjrhlc22l8hj6

Timdine/Checklist: Please note these are suggested time frames and may vary based on circumstances

9-12+ Months

- x Determine Event Date
 - o Establish alternative date

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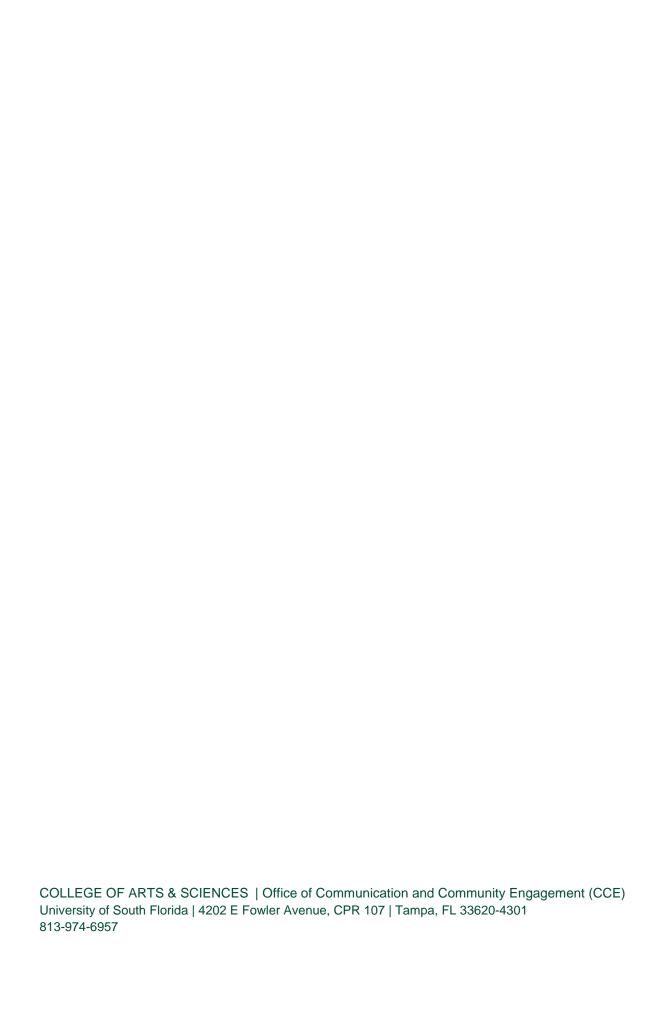
- f Food and Beverage
- f Parking
- f Marketing Promotion
- x Décor
- x SWAG

f Virtual—Virtual events eliminate many of the costs listed above making eheet/TT2 1 Tff(u)TG\$ (29\57)(eb)E.\$0(m(highsids)(





- x Determine onsite checkin process
 - o Student Sign in Swiper
 - f MariaJoseCardenasnariajosec@usf.edu
 - f Link to form:





Post Event

x Complete any post