



DEPARTMENT EVENT PLANNING TOOL KIT

Purpose:

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

Timeline/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
- x



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



Post Event

x Complete any post