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 resource documents 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

- ƒ Food and Beverage
- ƒ Parking
- ƒ Marketing Promotion
- x Décor
- x SWAG
- ƒ Virtual – Virtual events eliminate many of the costs listed above making

- x Determine on-site check-in process
  - o Student Sign in Swiper
    - ƒ MariaJose Cardenas mariajosec@usf.edu
    - ƒ Link to form:

Post Event
- x Complete any post