



## 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  
sheet/TT2 1 Tff (u)TJs 2957 (a) E. 9 (m) (h) 8 (s) ed 4 (e) m. 7 (w) 3 (4) J (J) A L 4 2 8 (g) F J O A Z om C 5 8 g E a 6 3 3 d





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





## Post Event

x Complete any post