

Event Request Guide

For College of Nursing Faculty and Staff

This guide will provide information on how to request event space, event assistance and College of Nursing funding for catering, guest speakers, equipment, etc. Should you have any questions about this process, please reach out to the College of Nursing Conference & Events Planner, Katie Muniz, at kamuniz@health.usf.edu or via phone at 4-7342.

When does an online event request need to be submitted?

- When requesting College of Nursing funding be spent on the event.
- When guests will require parking privileges (i.e., hang tags or designated parking).
- When the event is during the weekend or after “business hours.”
- To request furniture to be moved or set up (including folding tables with linens).
- When additional trash receptacles are needed.
- To reserve two event spaces not available in 25Live: The Gathering Space and the College of Nursing Glass Foyer.

When is an online event request *not needed*?

- When reserving a room for a single/reoccurring meeting for faculty/staff, without catering or setup needs.
 - Examples: monthly staff meetings, faculty council meeting, committee meetings, etc.
 - Meetings in MDN may be scheduled directly through 25Live.
 - To reserve MDN 2032 (Faculty and Staff Lounge) or MDN 3026 (3rd floor Conference Room), complete [this online request form](#).
- Ordering lunch for a meeting where each person is covering the cost of his or her own food and beverage.
- When guests visiting the College of Nursing are USF employees with parking privileges.

Submitting the Online Event Request

- Visit the following link: https://usf.az1.qualtrics.com/jfe/form/SV_d6BOw5r0pm3oxud
- Below is a brief glance at the specific information needed to complete the form:

1. Request event and marketing assistance by selecting multiple items from the list below:
 - Event
 - Flyer
 - Invitation
 - Internal Announcement
 - Story Idea
 - Template/Graphics
 - TV Screen Announcement
 - Other
2. Basic event information:
 - Event name
 - Event date(s)
 - Estimated number of guests and type of guests
 - Event timeframe
 - Includes setup time, event start and end time, and time clean up should be concluded
 - Event description
3. Event location:
 - Provide room(s) already reserved via 25Live

- Select the additional event spaces needed:
 - MDN 0001 – Glass Foyer
 - MDN 1004 – Gathering Space
 - MDN 2032 – Faculty/Staff Lounge
 - MDN 3026 – Fishbowl (3rd floor conference room)
- 4. Food and Beverage Requests:
 - Select an approved vendor and attach a catering estimate:
 - Insert a pdf or word document into the Qualtrics form with your catering request
 - Request cases of bottled water
- 5. Equipment Requests:
 - Request additional tables, linens, chairs and trash receptacles
 - Please note: there is a \$45 delivery fee for all equipment supplied by Facilities Management
- 6. Audio Visual Requests:
 - Request AV equipment and support
- 7. Parking Requests:
 - Indicate if you will need assistance with parking
 - If yes, the Conference & Events Planner will reach out to discuss options
 - *Please note:* USF employees are **not eligible** to receive hang tags or the WELL reserved parking
- 8. Guest/Certificate Requests:
 - Request funding for guest lecturers or continuing education certificates
 - Request Dean Rich to be present at the event
 - Specify the timeframe you would like Dean Rich to be present
 - *Please note:* The Dean’s Office will reach out to confirm availability and will provide a briefing form with more specific questions.
- 9. Marketing Requests:
 - Indicate additional marketing needs for your event.

After Submitting an Online Request

1. Once a request form has been submitted, you will receive an email with a submission summary.
2. An Implementation Details document will be emailed to you for your review and signature.
 - The Implementation Details will describe the day of logistics, including setup, catering, parking, etc.
3. An Event Approval Form will be sent via DocuSign to the following:
 - Requestor’s supervisor
 - Jean Vaccaro, Manager, Fiscal and Business Administration
 - Robert Lugo, Director, Administrative and Business Services
4. Once all parties have signed, the event will be approved and finalized.

Necessary Event Documentation

For funding purposes, it is important to submit the following event information to the Conference & Events Planner:

- Prior to Event Date:
 - Event agenda/Itinerary
 - Invitation and guest list
 - Advertisement/Flyer
- After the Event:
 - Guest sign-in sheet (if food and beverage was provided)