

Event Reviews

What is an Event Review?

An Event Review is a meeting a member from the Office of Events Management to finalize the details for your upcoming event. This can include timeline of your event, floor plan, required equipment, and AV needs.

How do I know if I need an Event Review?

All events taking place in the Student Center (Ballroom, 2nd Floor Terrace or Atrium), Selby Auditorium, Main Rotunda, or Courtyard will require an Event Review. All other events may require an Event Review at the discretion of Events Management.

When should my Event Review take place?

Event Reviews must take place 2 weeks prior to the date of your event. If you have not had your Event Review by this deadline, your event may be cancelled. Please schedule this meeting here: [USFSM Events Booking Page](#) or by emailing Events Management at sar-events@usf.edu.

Please view other Event Deadlines here: [Event Timeline](#).

Who should attend the Event Review?

Ideally, the person from your Organization or Department who is responsible for planning and executing the event or has the most details about the event should meet with Events Management. You're welcome to bring along as many organization/department representatives as you'd like.

What information should I have prepared for my Event Review?

Please be sure to have this information before you arrive to your scheduled Event Review meeting.

- A brief description of the event.
- What time does your actual event start and end? Will you need any set up and/or clean up time?
- Is this event free to attend? Will any cash be handled?
- How many people are you expecting? And who will be attending (i.e. USF Students, non-USF Students, Community Members, etc)
- What setup (tables, chairs, etc) will you need for this event?
- Will food be served?
- Will you need any AV equipment?

[Schedule an Event Review Here](#)