

Address

USF St. Petersburg
140 7th Avenue South
St. Petersburg, FL 33701



Phone Numbers

Office: 727-873-4596
Fax: 727-873-4190

EVENT INFORMATION FORM

Organization Name: _____

Event Date: _____ Start Time: _____ End Time: _____

Event Title: _____ Location: _____

Event Chairperson: _____ Phone #: _____

Position in Organization: _____

Email Address: _____

Event Description:

**BEFORE an event, submit one (1) copy of this form to the
Department of Student Life & Engagement.**

Event Checklist (for your reference):

- _____ Make a Room Reservation (including all technical & custodial needs)
- _____ Fill out an ERF & receive a PO number
- _____ Publicize event
- _____ Turn receipts in after event within 3 days
- _____ Turn in event attendance sheet