

USF SARASOTA-MANATEE EVENT REQUEST

LOGISTICS	
Name of the event	
Date	
Start time	
Estimated end time	
Sponsor of Event	
Sponsor Address	
Federal Identification Number	
Tax Exempt Certificate	<input type="checkbox"/> Yes (No tax charged/tax exempt) <input type="checkbox"/> No (Tax will be charged)
For-Profit Applicants	
Not-For-Profit Applicants	
Due to limited space during regular semester please submit request (60) days prior to event date	
All applications will be processed within (10) business days	
NATURE OF THE EVENT	
Purpose of the event	
Does this event generate revenue	
Agenda or program	
Number of attendees	
Preferred space (conference room, classroom, auditorium, other)	
Seating style (classroom, theatre, etc.)	
No. of registration tables by USF (6' rect.)	
No. of food serving tables by USF (6' rect.)	
Will food be served***	
<p>***Jonathan's Café must be offered first right of refusal. Jonathan's Café at USF Sarasota-Manatee Web: http://www.sarasota.usf.edu/Administration/Food/ E-mail: jonathanscafe@csgvend.com <i>"Hometown Campus, Global Impact"</i></p>	
EVENT CONTACT INFORMATION	
Contact name – phone number	
Contact e-mail	
How were you referred to USF	
Date	
TO BE COMPLETED BY USF	
Approved by	
Date	
Space Rental Fee	
Support/Custodial Fees	
Space assigned	
USF Contact	