

## Public Events Calendar

The Public Events Calendar is an interactive Web-based program that enables the USFSP community to post, view and search for public events at USFSP. The Calendar provides university entities (colleges, departments and recognized student organizations) with a simple, centralized means to announce and describe their public events to the university community and the public.

Internal events such as training and staff meetings should be submitted to the **Faculty/Staff Calendar**.

### Adding an Event

It's easy to add a listing to the Public Events Calendar following this procedure:

1. The event should be sponsored by an official university entity (college, department or recognized student group).
2. The event should be open to the public.
3. Each event submission should include an event title, campus sponsor, date, time, location, and cost, if applicable, as well as a contact name, phone number, and e-mail address.
4. Event planners should use the Public Events Calendar's "Submit Event" button to submit events to the calendar.

### Calendar Editor

Public Events Calendar Editor: Sudsy Tschiderer

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### Suggested Types of Events

Events that are open to the public and include the public interest: lectures, symposia, conferences, convocations, commencements, etc. are examples of events that are included in the USFSP Public Events Calendar.

### Disclaimer

The university makes every attempt to assure the accuracy of the information in the Public Events Calendar. Events that are changed, postponed or cancelled at the last minute may not be reflected in the Public Events Calendar.

\*Please Note: Although the Public Events Calendar is a useful resource for event planners, it is not part of an official scheduling system. Posting an event location on this calendar will not reserve that location for your event -- scheduling events must be done through established university procedures.