



Homecoming XIII Office Decorating Contest

Offices will be judged on the best use of Homecoming theme, originality, creativity, and spirit and enthusiasm.

Winners will be awarded in each of the following categories:

1. Most original/creative
2. Best display of USF pride
3. Best overall

Show your USF spirit by decorating your **department's** office. Judging will be based on the use of the Homecoming theme, use of green and gold, and the use of USF's name and/or images. The best overall winner of the contest will receive a trophy that will travel among winning departments from year to year in addition to a pizza party for the office and spirit basket full of fun USF Homecoming gear. Other winners will receive a spirit basket full of fun USF Homecoming gear. **Judging will take place on Friday, November 13 in the afternoon. Register at homecoming.usf.edu at the Faculty/Staff link.**

Departments should follow these guidelines:

- when using lights, do not string lights or extension cords underneath your windows or doors. Use the exterior outlets and be sure the lights you are using are UL Rated for exterior use.
- do not string lights across where people walk; this could create a trip hazard
- do not cover your office door numbers or names. These must be visible at all times so we can find you!
- when putting decorations on your windows, please consider the type of tape or glue you are using and choose a type that will come off and clean up easily
- use only decorations that are non-flammable
- do not place decorations around lights
- decorations cannot restrict the view of any Exit signs
- decorations cannot restrict the movement through hallways, entrances and exits of the office/building
- all decorations should be discarded by November 23