Event Planning 101
Student Organization Session 3

VPC Retreat 2019
Booking Space on Campus
Booking Space on Campus

Only RSOs

Trojan Event Services: https://trojanevents.usc.edu/

Tutor Campus Center

Bovard Auditorium

Ballroom

Ground Zero

Tommy’s Place

Outdoor Venues
How to Book a Room

- Meeting room in TCC
  - Requests must be at least 3 weeks in advance
  - [https://trojanevents.usc.edu/tcc/tcc-reservations/](https://trojanevents.usc.edu/tcc/tcc-reservations/)

- Classroom Scheduling
  - Requests must go through Classroom Scheduling
  - Weekday: Requests prior to 6:30pm will not be accepted
  - Weekend: Requests must be made by 12:00pm on the Thursday prior to event
    All reservations must end by 11:00pm
  - RTH Rooms are not available to reserve
    - [https://usccampusactivities.wufoo.com/forms/classroom-space-request-form/](https://usccampusactivities.wufoo.com/forms/classroom-space-request-form/)
How to Book a Room- Additional Info

• Changes to existing requests - Classroom CHANGE Request form
  
  *Email requests and changes will not be accepted*

• No requests during stop days and finals

• Furniture: cannot be altered. All classrooms come set up as is.

• Important: Spell out your group name on your request.
  
  *Acronyms cannot be accepted.*

• Classroom spaces are not available on University holidays and during official University breaks.

PLEASE SUBMIT ALL REQUESTS AT LEAST TWO WEEKS IN ADVANCE
Event Planning Info

When to Book Rooms

For **SPRING SEMESTER 2020** Meetings and Events - **OPEN**
- Recognized Student Organizations can submit requests starting April 1, 2019

For **SUMMER SEMESTER 2020** Meetings and Events
- Recognized Student Organizations can submit requests starting February 1, 2020

For **FALL SEMESTER 2020** Meetings and Events
- Recognized Student Organizations can submit requests starting April 1, 2020
Event and Catering Policies
Event Policies

• Amplified Sound: allowed 12-1pm and after 7pm Friday-Sunday

• Rentals: Facilities Management (FMS) or Approved Vendors

• Complete Event Permit Application – Start Approval Process

• Approvals: https://facilities.usc.edu/
  • Fire Safety (Diagrams- outdoor events/ballroom)
  • Public Safety
  • Hospitality (when using outside caterers)
  • Event Permit Application (large events)
  • Risk Management
Catering Policies

• Complete a USC Catering Approval form

• Contract with an approved caterer

• If you want to work with a non approved vendor they **MUST** go through the USC approval and be approved
  • For approval for a new food vendor please contact Erika Chesley in USC Hospitality Services at 213-740-5956

  [http://cateringapprovals.usc.edu/](http://cateringapprovals.usc.edu/)
Risk Management

Student Led Travel
Risk Management- Trip Guidelines

Student Off-campus Trip Guidelines

Develop a Detailed Itinerary
• Meet with all participants ahead of time to familiarize them with the itinerary as well as any expectations you have of them and specific risks associated with the trip.

Special Skills
• If any trip activities require special skills, be sure to provide the necessary orientation and training to the participants.

Waivers
• Have all participants sign the appropriate Release Waivers

Emergency Contact Information
• Obtain emergency contact information from all participants
• A list of participants’ medical conditions which might require emergency care or special treatment.
• Trip leader should keep a copy of these lists and one copy should remain on campus with someone who has a copy of your itinerary and can locate you if necessary.
• Bring along a cell phone.

Incidents and Injury
Report all incidents of injury (of consequence) to the USC Department of Risk Management at 213-740-6203.
Risk Management- Student Led Travel

Waivers: **MUST** complete all waivers for any trip off campus and turn into RTH 110 prior to leaving campus

**Waiver and Release of Liability**
- Every student must sign a release of liability and turn it in

**Travel Waivers**
- Every student must sign a travel waiver and turn it in
- There are different travel waivers depending on the type of trip

**University of Southern California Student Organization Travel Form**
- Only 1 form needed for entire group
Risk Management- What Waiver Do I Use?

Agreement and Release from Liability for Off-Campus Site Visit (Transportation provided by USC)
• USC (a school or department) is sponsoring the trip
• USC arranges transportation for the students (bus, van, etc.)

Agreement and Release from Liability for Off-Campus Site Visit (Alternative Transportation Waiver)
• USC (a school or department) is sponsoring the trip and has made travel arrangements, such as by bus, but some students choose to make their own travel arrangements (such as by personal vehicle).

Agreement and Release from Liability for Off-Campus Site Visit (Student Self-Transportation Waiver)
• USC (a school or department) is sponsoring the trip but has NOT made travel arrangements
• Students are expected to make their own arrangements
• An example would be that a class is going to a theater or jazz club, and the students will all meet there. How they get there is up to them.

Agreement and Release from Liability for Off-Campus Site Visit (For Events Not Sponsored or Supervised by USC)
• Student organization plans its own trip without the sponsorship or supervision of USC (a school or department)
• Group makes their own travel arrangements
• An example would be a student club planning a ski trip
Risk Management - Student led Travel

International Travel

• Overseas Roster sent to student affairs: studentaffairs.usc.edu/ssa/ssa-overseas/
• Obtain SOS Health Insurance

Notes

• Every effort must be made to secure transportation through approved vendors
• Review SCampus, Part G
  • Group Responsibility for Student Organizations (section 2)
  • Student-led International Travel (section 3)
What counts as USC or Viterbi Sponsoring a Trip?

Yes: A trip or event is sponsored when you receive any sort of support from USC or Viterbi, including, but not limited to:

- USG Funding
- Viterbi Funding
- SOS Funding
- Gift Account

No: A trip or event is not sponsored or supported by USC or Viterbi if:

- The organization has not used any sort of support from USC or Viterbi
- Ex: Your organization takes a trip to LACMA. Students arrange their own travel and the students or organization pay for the tickets, with no support from Viterbi or USC.
Risk Management

Social Events
Risk Management- Social Events

Characteristics: Alcohol is present or amplified sound

 Sylvia R1 was NOT provided
 • Events permitted Sunday-Thursday until midnight, Friday-Saturday until 2:00 a.m.

 Sylvia R1 was provided
 • Permitted Thursday till midnight, Friday-Saturday till 2:00 a.m. Alcohol service must end by 1am

Notes

• Alcohol prohibited at university dances by RSOs
• Distribution of alcohol to persons under the age of 21 is prohibited
• The student organization MUST limit each attendee to a two-drink maximum

Risk Management- Events w/ Alcohol

Events Where alcohol IS provided:

• Full time USC staff/advisor must be present
• Alcohol must not be the main “focus” of event
• Sufficient quantities of non-alcoholic beverages & food must be available
• Must complete alcohol approval form (2 weeks prior to event)
• No social events can take place during study days or final exams
• Cannot use promoter/outside marketer
• Fencing, staffing, identification checks, and the need for other security requirements will be determined by the Department of Public Safety and the University Events Committee
• May not use USC or Viterbi funds to support event with alcohol
Viterbi Marketing Resources
Viterbi Marketing Resources

@Viterbiundergrad Instagram
• Email Amanda amccrave@usc.edu
• Must be sent to Amanda 24 hours before it is to be posted
• Provide: Caption and image(s) / video

Viterbi Connect
• Email Amanda amccrave@usc.edu
• Submissions should be received by noon Thursday for Sunday email
• Provide: Title, content and an image

TV Ads (RTH)
• Create a JPG or PNG image file that is 960x720 pixels (4:3 aspect ratio).
• Email to amccrave@usc.edu and specify the dates you want the ad to run.
Viterbi Marketing Resources

Experience Viterbi App
To Request Access:
• Select “Student Leader” for Access Role
• Once you have been granted access, add at least 2 events on Experience Viterbi app

VPC Listserv
• Go to [https://mymaillists.usc.edu/sympa/home](https://mymaillists.usc.edu/sympa/home) and log on (top right corner where it says “USC persons must click here”)
• Search lists for “viterbiprescouncil”
• Click on the name of the list
• In the left menu, click on the “Subscribe” link

Campus Center & Student Union Digital Signage
• Must include name of sponsoring organization
  [https://trojanevents.usc.edu/tcc/services-resources/digital-signage/](https://trojanevents.usc.edu/tcc/services-resources/digital-signage/)
Viterbi Marketing Resources

Flyers

Only on approved USC posting kiosks:

- Kiosk 1 – Located directly south of the Norris Dental Science Center (DEN)
- Kiosk 2 – Located in Herbert Plaza to the east of the JEP House (JEP)
- Kiosk 3 – Located on Bloom Walk directly north of Harris Hall (HAR)
- Kiosk 4 – Located on the walkway between Bloom Walk and Archimedes Plaza (OHE)
Event Planning 101: Quiz
Question 1

Your Roller Coaster Design Team has received funding from Viterbi to take a field trip to Disneyland. Viterbi has not provided any transportation and students are expected to make their own arrangements to attend the trip. All of your members have filled out the Waiver and Release of Liability and the president has filled out the University of Southern California Student Organization Travel Form. Which Travel Waiver are your members missing?

a) Agreement and Release from Liability for Off-Campus Site Visit- Transportation provided by USC

b) Agreement and Release from Liability for Off-Campus Site Visit- Alternative Transportation Waiver

c) Agreement and Release from Liability for Off-Campus Site Visit- Student Self-Transportation Waiver

d) Agreement and Release from Liability for Off-Campus Site Visit- For Events Not Sponsored or Supervised by USC
Question 2

When can you start booking rooms for:

1. Spring 2020 Semester?
2. Summer 2020 Semester?
3. Fall 2020 Semester?
Question 3

When hosting a large event on campus in the E-Quad with catering from Lucille’s which of these departments do you **NOT** need to get approval from?

a) Fire Safety  
b) Public Safety  
c) Hospitality  
d) The Viterbi Dean’s Office
Any Questions?

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