

Facilities Management Services General Event Guide

Use this guide to determine what your organization will need to do in order to have a successful event. Please remember that some of these items may not apply to your organization's event. For further clarification and advising on event planning, contact the FMS Events Planning Department at 213-740-3361 or eventsplanning@fms.usc.edu

MAKE EARLY PLANS

Start your planning 2-3 months in advance.

- Determine event goals.
- Create a timeline to ensure adequate staffing to plan and carry-out the event.
- Project a target audience.
- Determine publicity materials.
- Receive approval for fundraising (if necessary).
- Select possible dates.
- Reserve a facility/venue that fits your event's needs (e.g. moveable chairs, A/V equipment, stage, capacity).
- Meet with FMS Events Planning to ensure that all the proper forms are filled out prior to your event (food permit, fire permit, fencing, portal potty, diagrams etc.).

SECURE FUNDING

Start early on raising funds or identifying funding sources. Remember that you cannot commit funds before you have them.

- Prepare a detailed and realistic budget that projects all anticipated income and expenses related to the event.
- Check deadlines for identified funding sources.
- Work with funding organizations to ensure that you are using the given money appropriately.

SUBMIT DIAGRAMS

Must submit a detailed diagram to FMS Events Planning 4 weeks prior to the event. Templates are posted on the FMS website under Events.

MAKE ARRANGEMENTS

Use these checklists to arrange for all needs well in advance. Try to delegate tasks so that your organization works as a whole to ensure your event's success.

Possible Equipment:

- Barricades
- Cable Ramps
- Canopies
- Chairs
- Easels
- Electric Spider Box
- Electrical Extension Cords
- Fencing
- Fire Extinguisher
- Flag Stands
- Hose and Spigot
- Lights
- Linens
- Podium
- Sandbags
- Sign Standards
- Stages
- Tables
- Trashcans
- Umbrellas

Possible Supplies:

- Maps(for directions)
- Tickets
- Directional signs
- Markers/Flipcharts
- Tape, staplers, pens
- Printed programs
- Parking permits
- Nametags
- Cashbox/change
- Decorations
- Water

Event Arrangements:

- Obtain a permit if area is over 450 sq. ft.
- Disability access
- Security needs
- Catering and/or concessions (requires food permit)
- Irrigation (sprinkler turn off)
- Clean-up
- Recycling
- Parking and Transportation
- Vehicle access/parking for vendor set-up. (**Be aware of pedestrian and vehicle traffic on Trousdale and Childs Way from 8am to 5pm)
- Event Insurance-Risk Management
- Fire Department- Department of Fire Safety

PUBLICIZING YOUR EVENT

Develop your target audience, budget and detailed publicity plan early to ensure your event is successful!

- Flyer/Poster
- Events Calendar posting
- Website
- Banners (Banner Permit required)
- Signboard (permission needed)
- University Bulletin Board posting (must submit form)
- Special invitations
- Announcements in other organization meetings, etc.
- Distribution Plan

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WORKING WITH OTHERS

Communication with university offices can be very helpful in ensuring that your organization has completed all the necessary forms and processes to have a successful event on campus.

○ Cultural Relations and University Events

Adam Rosen (213-740-1745)

Adamr@usc.edu

<http://www.usc.edu/dept/pubrel/specialevents/>

(Approval required for events involving celebrities, political leaders, and dignitaries)

○ Disability Access Services

<http://www.usc.edu/disability>

(Disability access accommodation requests, sign language interpreters, real time captioning, accessible transportation)

○ Department of Fire Safety

Angela DiBenedetto (213-740-5527)

adibenedetto@caps.usc.edu

<http://capsnet.usc.edu/FireSafety/index.cfm>

(Permits and Fire safety approvals required for all events,)

○ FMS Events Planning

Barbara Sussoev (213-740-3361)

eventsplanning@fms.usc.edu

<http://www.usc.edu/fms/>

(Electrical, fountains, heavy equipment, landscape, moving service, barricades, equipment rentals)

○ Hospitality Services Catering

Erika Chesley (213-740-5956)

echesley@auxiliaries.usc.edu

<http://hospitality.usc.edu>

(On campus & off-site full service, alcohol permit)

○ Risk Management

<http://capsnet.usc.edu/Risk/>

(Event insurance, liability waivers)

○ Trojan Transportation Services

Pablo Sahagun (213-740-3575)

pashagun@usc.edu

<http://www.transnet.usc.edu>

(Maps ,parking lot access ,parking permits)

○ USC Department of Public Safety

Lt. Mike Heckelman (213-821-1089)

nheckelman@caps.usc.edu

<http://capnet.usc/dps>

(Event security, permit for BBQ/fire, alcoholic beverage and money handling)

○ USC Scheduling Office

213-740-6728 (Office: TCC330)

odprod@usc.edu (for outdoor events involving amplified sound)

scevents@usc.edu (general requests for approval)

<http://sait.usc.edu/scheduling/page.asp?page111>

(Resources for outdoor & indoor events scheduling, outdoor venue reservation)

○ Campus Filming Office

Torie Daves (213-740-6936)

daves@usc.edu

<http://campusfilming.usc.edu/>

(Coordinates all aspects of commercial filming and photography at the university)

SUBMITTING FORMS

○ Alcohol Compliance

<http://scampus.usc.edu/university-policy-on-alcohol-and-other-drugs/>

<http://sait.usc.edu/scheduling/pdf/Alcohol%20Form.pdf>

○ Fire-Special Event Permit

<http://capsnet.usc.edu/department/fire-safety-and-emergency-planning/online-forms/usc-events-permit-application>

○ Permit-Hospitality Services

http://sait.usc.edu/scheduling/documents/Food%20and%20Beverage%20Service%20Approval%20Form_2012.pdf

○ Fundraising Request Form

<http://scampus.usc.edu/sales-and-fund-raising-policies>

○ Promotional Trademark/Logo Use

<http://trademarks.usc.edu/promotional-licensees/index.html>

COMPLETING THE PROCESS

- Submit payments one week prior to the event.
- Obtain feedbacks on the event.
- Send thank you notes.
- Promptly negotiate and document any discrepancies in services.
- Develop transition binder for your successor with timeline, estimated and actual budgets, sample publicity, program, receipts and all correspondence.