

Event Management Request

Event Name:

Hosted By:

Contact Name:

Contact Campus Address:

Contact Campus Mail Code:

Contact Phone:

Contact Fax:

Proposed Date of Event:

Start Time of Event:

End Time of Event:

Location:

Has Location Been Confirmed:

Expected Attendance:

Description of Event (gala, dinner, chair dedication):

What do you need from us (consultation or full event management):

Additional Comments:

Please copy and paste the above information into an email and send to Victoria Rizo at vrizo@usc.edu.