

**University of Southern California**

**Outdoor Event Policy**

**Planning Booklet & Approval Form**

If you have any questions, please contact Trojan Event Services at  
(213) 740-6728 or [scevents@usc.edu](mailto:scevents@usc.edu).

**University of Southern California**  
**Large Outdoor Event Policy & Definitions**

---

Having an Outdoor Event at the University of Southern California (USC) requires pre-planning for the student organization to assure an event that is pleasurable and safe for all those who participate.

The Outdoor Event Policy includes provisions for five levels of outdoor events as follows:

- Level 1 – Open to USC student organization members only
- Level 2 – Open to USC students only
- Level 3 – Open to USC students and guest(s)
- Level 4 – Open to USC guest(s) and other college students
- Level 5 – Open to USC, guest(s), other college students and community members

Depending on the level of the event and the anticipated attendance, the costs, timing, locations and security requirements vary. Fees paid by the student organization vary depending on the location, staffing, security and venue setup. Additional costs may include rental equipment, facilities services, entertainment costs and/or catering.

**Violation of any of the event planning guidelines will be reviewed by the Assistant Vice Provost for Student Affairs and referred to the Office for Student Judicial Affairs and Community Standards for adjudication where appropriate sanctions will be issued.**

**DEFINITIONS**

**Level 1 Event:**

Level 1 events include student organization meetings, socials, picnics, etc. that are open to recognized and approved sponsoring student organization members only. Participants must present valid USC ID to participate and be an active member of the sponsoring organization. Level 1 events have minimal setup and event requirements.

**Level 2 Event:**

Level 2 events include larger picnics and BBQs, outdoor noontime concerts, receptions, philanthropic events, etc. which are open to all USC students with a valid USC ID. Participants must present valid USC ID.

**Level 3 Event:**

Level 3 events include concerts, comedy shows, performances, cultural events, picnics, BBQs, banquets, receptions, philanthropic events, etc. which are open to all USC students, faculty and staff with a valid USC ID and no more than one guest per USC student with photo ID and proof of 18 years or older.

**Level 4 Event:**

Level 4 events include concerts, comedy shows, performances, cultural events, picnics, BBQs, banquets, receptions, philanthropic events, etc. which are open to all USC students, faculty and staff with a valid USC ID and no more than one guest per USC student with photo ID and proof of 18 years or older.

College students who are affiliated with the sponsoring organization (i.e. members of a citywide chapter of a USC recognized fraternity) may also attend as long as they have a valid college photo ID and have proof that they are at least 18 years of age. The names of all such guests must appear on a guest list submitted by the sponsoring organization at least 24 hours in advance of the start time of the event. Non-USC college students are not permitted to bring guests.

**Level 5 Event:**

Level 5 events are events which are open and marketed to the local community/non-University affiliated participants or any event that involves minors on campus. **[NOTE: Examples include “Safe Halloween Night” where student organizations collaborate to invite neighborhood children to trick-or-treat on campus. As part of the approval process, the Office of Civic and Community Relations is notified and involved in the planning and approval process.]**

## PLANNING AN OUTDOOR EVENT

	Expected Attendance*	Approved Location(s)	Approved Reservation hours**	Entry Guidelines	Minimum Security Staffing	Fees
<b>LEVEL 1</b>	1 – 100*	Alumni Park Associates Park Crocker Plaza EF Hutton Park Fred Fagg Jr. Gardens (BBQ Pits) Founder’s Park Gavin Herbert Plaza McCarthy Quad Pardee Plaza Queen’s Courtyard Tommy Trojan/Hahn Plaza VKC Courtyard	Sunday – Thursday from 8:00 am – 10:00 pm  Friday – Saturday from 8:00 am – 2:00 am	Student organization members only.		
<b>LEVEL 2</b>	100 – 500*	Alumni Park Associates Park EF Hutton Park Fred Fagg Jr. Gardens (BBQ Pits) Founder’s Park McCarthy Quad Pardee Plaza Queen’s Courtyard Tommy Trojan/Hahn Plaza VKC Courtyard	Sunday – Thursday from 8:00 am – 10:00 pm  Friday – Saturday from 8:00 am – 2:00 am	Official member(s) of the organization identified during the outdoor event-planning meeting will check USC ID.  Events may require a perimeter (fencing) and an ID check. DPS will check IDs.  Fencing is a coordinated service through FMS and you will work with FMS, DPS and fire safety to develop a fencing “standard” for events that require it.	Please contact the Department of Public Safety (DPS) directly to discuss security staffing requirements.	All fees will be determined by Trojan Event Services and service-providing departments (i.e., DPS, FMS, etc.)
<b>LEVEL 3</b>	500 – 1000*	Alumni Park Associates Park EF Hutton Park Founder’s Park McCarthy Quad Pardee Plaza Tommy Trojan/Hahn Plaza	May only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday.	USC students with valid USC ID and no more than one guest per USC student with photo ID and proof of 18 years or older. The guests must show photo proof of age 18 or older before entering the event. The USC student of the sponsoring organization will be held responsible for the guest.  DPS will work with the sponsoring organization to identify the perimeter of the event. In some cases, fencing may be required to establish points of access and egress for guests and create appropriate check-in location(s). DPS Security will check IDs. Sponsoring organization members identified during the outdoor event-planning meeting, to wristband and collect admission fees, if applicable.		

\*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).

\*\*Reservations with amplified sound have limited venue and reservation hour options. Please contact your Outdoor Production Manager for more information.

## PLANNING AN OUTDOOR EVENT

<b>LEVEL 4</b>	1 – 5000*	EF Hutton Park Founder’s Park McCarthy Quad	May only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday.	<p>USC students with valid USC ID with no more than one guest per USC student. The guests must show photo proof of age 18 or older and must sign in before entering the dance. Non-USC college students are expected to sign in and must present valid college photo ID and proof of 18 years or older but will need to be on a submitted in advance guest list.</p> <p>DPS will work with the sponsoring organization to identify the perimeter of the event. In some cases, fencing may be required to establish points of access and egress for guests and create appropriate check in location(s).</p> <p>DPS security will check IDs. Sponsoring organization members identified during the outdoor event-planning meeting, to wristband and collect admission fees, if applicable.</p>	Please contact the Department of Public Safety (DPS) directly to discuss security staffing requirements.	All fees will be determined by Trojan Event Services and service-providing departments (i.e., DPS, FMS, etc.)
<b>LEVEL 5</b>	1 – 5000*	Alumni Park Associates Park EF Hutton Park Fred Fagg Jr. Gardens (BBQ Pits) Founder’s Park McCarthy Quad Pardee Plaza Queen’s Courtyard Tommy Trojan/Hahn Plaza VKC Courtyard	<p>Sunday – Thursday from 8:00 a.m. – 10:00 p.m.</p> <p>Friday – Saturday 8:00 a.m. – 2:00 a.m.</p>	<p>University of Southern California community (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older. Community members must have a valid photo ID and if under the age of 18, be accompanied by an adult.</p> <p>DPS will work with the sponsoring organization to identify the perimeter of the event. In some cases, fencing may be required to establish points of access and egress for guests and create appropriate check in location(s).</p> <p>DPS security will check IDs. Sponsoring organization members identified during the outdoor event-planning meeting, to wristband and collect admission fees, if applicable.</p>		

\*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).

\*\*Reservations with amplified sound have limited venue and reservation hour options. Please contact your Outdoor Production Manager for more information.

## General Policies for Outdoor Events

### **AMPLIFIED SOUND POLICY – THREE (3) TIERS**

1. To maintain the academic environment at the University, the use of amplified sound in parks must be approved by Trojan Event Services.
2. The use of outdoor areas for amplified events is limited by the nature of the area, where the event is taking place and the probability of interference with official University functions and the specific tier of the event.
3. There are three tiers of amplified sound events. The tier is based on the type of event, number of attendees and equipment required to support the event. Tier status is determined by Trojan Event Services. Tiers are defined as follows:

<b>Tier 1</b>				
Public address system used for speaking engagements only	No music permitted	Attendance less than 50 persons	Decibel level may not exceed 90 decibels. Decibel reading to be done on a scale of A weighting, 45 feet from the stage	Example: Reception to honor outstanding employees which includes a speaker at a podium to present the awards, poetry reading, etc.

<b>Tier 2</b>					
Public address system used for speaking engagement	Small sound system used for A/V or CD playback; musical ensembles (bands)	Non-amplified duo or trio music combos	Attendance between 50 and 250 people	Decibel level may not exceed 90 decibels. Decibel reading to be done on a scale of A weighting, 45 feet from	Example: Movie night in McCarthy Quad, Student Organization welcome back barbeque with background music, noontime concerts, small dances, events that fit within the range of the outdoor sound system, etc.

<b>Tier 3</b>				
Large sound system used for speaker, A/V, or CD playback	Large sound system used for music ensemble (bands)	Attendance more than 250 people	Decibel level may not exceed 98 decibels. Decibel reading to be done on a scale of A weighting, 45 feet from the stage.	Example: Welcome Week Concert, Troy Week Concert, DJ performances, FemFest, dances etc.

4. The dates, times and locations of amplified sound events will depend on the tier of the event, events or classes already scheduled and possible interference to surrounding buildings. In general the following regulations apply:
- a. Tier 2 and 3 events may not be scheduled during regular classroom instruction if the possibility of interference exists except for noontime concerts at Tommy Trojan/Hahn Plaza.
  - b. In order to minimize the disruption to surrounding classrooms, offices, residence halls and performance venues, the number of tier 2 and 3 amplified sound events has been limited to five per month. This limit does not include noontime concerts at Tommy Trojan or events surrounding Welcome Week, Homecoming Week, Conquest or Springfest.
  - c. No more than one amplified sound event may take place at the same time.
  - d. No more than one tier 2 or tier 3 amplified sound event may take place per day, including Hahn Plaza/Tommy Trojan noontime concerts.
  - e. When amplified sound is permitted, sound levels must remain within the acceptable decibel level for the tier of the event. The only exceptions include events sponsored by the Cultural Relations and University Events and Welcome Week, Homecoming, Conquest and Springfest Concerts.
  - f. Any recognized student organization or University department may reserve one of the designated open spaces for sound amplification. Reservations are accepted on a first-come, first-served basis.
5. PLACE: The following programmable areas allow for amplified sound on a limited basis. The acceptable tiers are noted within each venue description.

Alumni Park*	Defined as the area bordered by Doheny Library on the east, Trousdale Parkway on the west, Child's Way on the south and VKC on the north	Tier 1 & 2 events only
Crocker Plaza	Defined as the area surrounding the vertical fountain north of Hoffman Hall and south of Hancock Foundation	Tier 1 events only
EF Hutton Park	Defined as the area adjacent to the east side of the Annenberg School for Communications. EF Hutton Park is bordered by Founder's Park to the east, Annenberg School for Communications to the west, Associates Park to the south and Norris Cinema Theatre to the north	Tier 1 & 2 events only
Founder's Park*	Defined as the area bordered by Trousdale Parkway to the east, EF Hutton Park to the west, Norris Cinema Theatre and Taper Hall of Humanities to the north and the administration building to the south.	Tier 1, 2 and 3 events only
McCarthy Quad* and Fred Fagg Jr.	Defined as the area bordered by Parking Structure X to the east, VKC and Social Sciences to the east, Doheny Library to the south and Leavey Library to the north.	Tier 1, 2 and 3 events only

Gardens (Grill area)	Adjacent to Pardee Tower, Birnkrant, and New/North dormitories.	
Hahn Plaza/Tommy Trojan*	Defined as the northeast corner of the Student Union building, north to the southeast corner of the Bovard Lawn, east to Alumni Park, south to the northwest corner of the Herklotz Lawn and west to the northeast corner of the Student Union building.	Tier 1 and 2 events only
Pardee Plaza	Defined as the public space located at the south end of Trousdale Parkway, bordered by Mudd Hall of Philosophy on the west, Exposition Boulevard on the south and the Bridge Memorial Hall lawn on the east.	Tier 1 events only
Queen's Courtyard	Defined as the area surrounding the inverted fountain, bordered by Bing Theatre on the west, Ramo Lawn on the north, Norris Cinema Theatre on the east and Annenberg School for Communication on the south.	Tier 1 events only

**DEPOSITS FOR OUTDOOR EVENTS**

\*Require a \$100 refundable deposit (student organizations), \$200 (USC Departments), 25% of rental rate (non-refundable) for Non-USC Clients.

There is a \$100 deposit for amplified sound events (student organizations), \$200 (USC Departments) and 25% of rental rate (Non-USC Clients).

- a. Event venues not listed do not permit any amplified except for official University events (e.g. commencement) sponsored by Cultural Relations and University Events. If you have questions regarding this policy please contact the Trojan Event Services at [scevents@usc.edu](mailto:scevents@usc.edu).
- 6. APPROVAL: Events involving amplified sound will require an event notification email to be sent from Trojan Event Services to surrounding buildings and Classroom Scheduling. Any academic institutions or classes that may be negatively impacted by the requested event must be able to be suitably relocated or a non-amplified event.
- 7. DAYS/HOURS: Amplified sound is permitted on campus the following days and times.
  - a. Monday through Friday
    - i. Tier 1 and tier 2 events are permitted from 12:00 p.m. - 1:00 p.m. in Hahn Plaza/Tommy Trojan provided that no other amplified sound events are scheduled on that date.
    - ii. Tier 1 events must be scheduled Monday - Friday, in any programmable outdoor venue, provided that no other amplified sound event is happening at the same time, must end no later than 10:00 p.m. and at the discretion of Trojan Event Services, provided that all surrounding buildings and Classroom Scheduling approve.
    - iii. Tier 2 events can be scheduled outside of University hours (12:00 p.m. - 1:00 p.m.) no more than five times per month or at the

discretion of Trojan Event Services, provided that all surrounding buildings and Classroom Scheduling approve.

- b. Friday night after 5:00 p.m., Saturday and Sunday
  - i. Tier 1, Tier 2, and Tier 3 events can be scheduled on Saturdays (except on home football game days) and Sundays provided that all surrounding buildings and Classroom Scheduling approve.

#### **ANIMAL AND PETTING ZOO PERMIT**

Petting zoos and events with animals (pet a puppy for finals) require special approval from Risk Management. The company providing the animals must provide a valid license for the animal(s) coming to campus. The City of Los Angeles has a Special Event Permit required for events with certain animals. Risk Management can advise all clients on when the city permit is required.

#### **BBQs**

1. All BBQ reservations, regardless of location, must communicate event details to USC Fire Safety and receive approval. Requirements include, but are not limited to proper coal disposal, barricades for BBQs, and fire extinguishers present at the event site.
2. If the barbeque pits in McCarthy Quad (Fred Fagg Jr. Gardens) are reserved through Trojan Event Services, all food must be catered and approved by USC Hospitality.
3. Barbeques are allowed on a first-come, first-served basis if the group is less than 25 people and does not require catering approval.
4. Fire Safety Requirements for BBQs:
  - a. Fire Safety permits required for big BBQ setups.
  - b. Portable BBQs may only use charcoal briquettes, natural gas or electricity as fuel.
  - c. BBQs are not permitted in covered or enclosed areas and must be at least five feet away from combustible material. There must be five feet of clear working space around the device.
  - d. BBQs must be away from public access. Non-operators cannot get within five feet of BBQ.
  - e. One water type extinguisher of at least 2.5 gallon capacity is required next to the BBQ.
  - f. Flammable liquids to start the charcoal are not permitted.
  - g. At termination of use, embers and ashes shall be thoroughly soaked with water and disposed of in FMS provided metal trash cans.

#### **BUILDING AND SAFETY (B&S) PERMIT**

1. A B&S Permit is required for any event that includes:
  - a. Building a structure as part of their event.
  - b. Involving natural gas, electrical or water installations that extends from a building.
2. Example: Skateboard event wants to build a ramp to use for demonstrations in McCarthy Quad.

## **CABLE RAMPS**

1. Cable ramps are required for any event that is laying cable, wire, gas/water piping along the ground in public areas, pedestrian or vehicular pathways.
2. Cable ramps are used to minimize the risk of tripping.

## **CHANGE OF USE PERMIT**

1. Occasionally, the City of Los Angeles will require a change of use permit be filed for an event that is using a space in a manner drastically different than how the space was intended to be used.
2. For example, if a client wants to have a concert inside an office space, a change of use permit will be required. This is a grey area for outdoor parks and plazas. McCarthy Quad is zoned as a park but was built specifically to house all kinds of events. The change of use permit is required on a case-by-case basis outside.
3. Additional fees apply.

## **DELIVERIES/PICK-UPS**

1. All outdoor spaces start empty. Every event has to bring in all of the materials, staging, sound system, etc. via delivery of some kind.
2. All deliveries must be included on the Reservation Request Form and Event Timeline
  - a. Include:
    - i. Company Name
    - ii. Delivery Contact Name & Phone Number
    - iii. Items expected
    - iv. Delivery day and time as well as pick-up day and time
3. There are restrictions on how vehicles get access to the venues. There is a vehicle ban in the center of campus which is in effect Monday - Friday from 8:00 a.m. - 5:00 p.m.
  - a. Vehicle paths must be determined in advance by Transportation Services, DPS, Fire Safety and Trojan Event Services.
  - b. Vehicle access must be granted each day of the event by calling the DPS non-emergency line or pre arranging gate access with Transportation Services.
  - c. Vehicles may not park in fire lanes to deliver/pick up.
4. All delivery vehicles may not park at the event location for the duration of the event. They must obtain a parking permit for a structure or loading zone.
5. Vehicles are banned from event locations from at least one hour before patrons arrive through at least one hour after all patrons have left the facility to minimize risk to patrons.

## **DIAGRAMS**

1. Required for every outdoor event and approved by Fire Safety. All setups must be included on the diagram.
2. Tables shall be arranged so the edges of adjacent tables are at least 54 inches apart.

3. Rectangular tables arranged to accommodate seating on one side only shall have at least 36 inches between adjacent table edges.
4. Every chair shall be within 20 feet of an aisle.
5. Loose chair seating, the space between rows of chairs, shall be at least 33 inches. The space between the back of each seat and front of the seat immediately behind shall be at least 12 inches. Seats shall be arranged with no more than six intervening seats between any seat and an aisle.
6. Chairs numbering 300 or greater must be tied together (not left loose).
7. All venue occupant loads must be maintained; exits and aisles must be indicated on the diagram.

#### **DIVISION 5 PERMIT**

1. The Division 5 Permit is a City of LA permit for events. Fees apply.
2. Required for any of the following:
  - a. Events with over 400 square feet of total tenting (any event with more than four 10'x10' pop up tents).
  - b. Events with generators.
  - c. Event with outdoor cooking or BBQs.
  - d. Events with over 500 people.
  - e. Events with staging over 24' tall.
3. Division 5 Permit can be filled out online and must be filed with the City of Los Angeles.
  - a. <http://capsnet.usc.edu/events/WebPDF/DIVISION5PACKAGE.pdf>
5. Events requiring permits that fail to obtain them or request them in a timely manner will not be allowed to proceed unless all setup components requiring approval are removed.

#### **ELECTRICITY**

1. Power is not automatically guaranteed outside except at Tommy Trojan which has a quad box that should live in a "live" state. Any client who needs access to power must request use of electrical outlets through Facilities Management Services. Additional fees will apply.
2. Clients may elect to bring generators for power, however, additional Fire Safety approval is needed for the use of all generators and all generators must be barricaded.

#### **FACILITIES MANAGEMENT SERVICES (FMS)**

1. FMS approval is required for all outdoor events. Clients start the approval process by submitting the FMS Event Planning Checklist (available for download from the Trojan Event Services website).
2. Trojan Event Services will require a copy of the checklist to know what has been requested and help advise the clients if additional requests are necessary.
3. All FMS requests come at a cost. The rate sheet is attached to the checklist online.
4. Requests must be made at least one month in advance of the event date, otherwise FMS cannot guarantee service.

5. Clients are not required to rent equipment (tables, chairs, tents) from FMS, although FMS does offer this service. Clients can use an outside rental company for these items.
6. FMS is required for:
  - a. All electrical requests.
  - b. All requests for access to restrooms and custodial services.
  - c. All requests to turn sprinklers off.
  - d. All requests to turn fountains off.
7. Clients who fail to properly schedule clean up services (trash pick-up) may be charged cleaning and damage fees after the event.

<b>FIRE LANES</b>
-------------------

1. A 20' fire lane with 14' clearance must be maintained at all times during a reservation.
2. The USC campus has designated fire lanes that must be maintained at all times.

<b>FOOD TRUCKS</b>
--------------------

1. Food trucks are often used to cater events on campus. For an event to bring in a food truck, the following must apply:
  - a. Food trucks supporting events on Monday - Friday, between the hours of 8:00 a.m. and 5:00 p.m. will only be approved in the following areas:
    - i McCarthy Quad: On the cement inlet on the southern end towards Doheny.
    - ii Pardee Plaza: The southern end of Trousdale Parkway between Bloom Walk and Exposition Blvd.
    - iii Childs Way: Between Cromwell Field and Grace Ford Salvatori Hall.
  - b. The food truck needs to be in support of a larger event. Food trucks cannot be brought on campus as the event itself.
  - c. Client must ensure the food truck is approved by USC Hospitality. Please see below for what is needed for approval.
  - d. The food truck must be labeled clearly on the diagram that is approved by Fire Safety.
  - e. Client must coordinate with Transportation Services and DPS to get the food truck safely into place for the event.
  - f. All vehicles, including food trucks, are prohibited from parking on grass.
  - g. Food trucks require an oversized vehicle permit from Transportation.

Additional approvals from USC Hospitality are required for food trucks. Please see the Food and Beverage Form on the Trojan Event Services website.

<b>FOUNTAINS</b>
------------------

1. Can be turned on and off at the request of FMS but generally default to on.
2. Can be drained at the request of FMS but generally remain full of water.
3. Additional fees may apply.

## **GENERATORS**

1. Generators must:
  - a. Be placed 20 feet from buildings and structures.
  - b. Have a 20BC Fire Extinguisher placed nearby.
  - c. Larger generators need to be barricaded.

## **HOLIDAYS (pertaining to having an event on a USC holiday)**

1. USC is technically closed on all major University Holidays (listed on academic calendar). This means that all resource offices (DPS, FMS, Fire Safety, Transportation Services, etc. are closed and their employees have the day off).
2. Clients can reserve outdoor space on holidays but they must do so with the understanding that they will be charged overtime for all services needed.
3. In some cases, services may not be available at all on holidays.
4. Check with individual approving departments to confirm if they can support holiday events.

## **INCLEMENT WEATHER POLICY**

See Unavoidable Happenings

## **IRRIGATION/SPRINKLERS**

1. FMS is responsible for scheduling all irrigation/sprinkler systems.
2. Clients are responsible for contacting FMS to have the sprinklers scheduled to be off during their outdoor events.
3. Trojan Event Services is not liable if the sprinklers go off during an event.

## **INTERNET**

1. WiFi is available everywhere, for everyone.
2. If a client needs a wired Ethernet connection – you may request a meeting to discuss options with USC Information Technology Services, 213.740.5555.
3. ITS will charge us activation fees of \$200-\$500 per port, which the client will be responsible for paying.
4. Only laptops and computers registered with ITS in advance of an event (takes about 24 hours to register an IP address) can plug into a port. Unregistered computers that try to plug into ports will automatically deactivate the port.

## **MCCARTHY QUAD EVENTS**

1. Due to a shallow, flat irrigation system (netting under the grass) no stakes are permitted in McCarthy Quad. Stakes driven into the grass will break the irrigation and result in fines for the client. All tents must be weighed down with barrels or other means.

Athletic events are limited in McCarthy Quad due to hazard to pedestrians. Any sports with balls or flying objects will require fencing or barricades to limit cross traffic from pedestrians.

### **OUTDOOR COOKING**

1. No cooking under tents, canopies or membrane structures is allowed. A 10 ft. clearance must be maintained between any structures and the cooking.
2. Every booth where there is cooking require a 2A-10BC fire extinguisher nearby.
3. BBQs must be kept in a remote area with no public access.

### **RESTROOM ACCESS**

1. Access to restrooms is not guaranteed for outdoor events. Outdoor event planners must take care to ensure access to restrooms for event participants.
2. Building restrooms access can be coordinated through Facilities Management Services. Client will pay for restroom cleaning and restocking fees.
3. In some cases, if building restrooms are not available or adequate (based on number of attendees), client will have to rent port-a-potties which can be coordinated through FMS. All port-a-potties need to be on the diagram.

### **TREES**

1. FMS is responsible for the health and upkeep of all trees on campus. Requests to hang materials/decorations in the trees must be approved by FMS directly.
2. Clients will be charged for any damages done to the trees as a result of their setup.
3. No nails or staples are permitted; materials/decorations can only be tied to trees.

### **UNAVOIDABLE HAPPENINGS**

If the University, at its sole discretion, must cancel an event due to circumstances out of its control, including without limitation: weather, loss of power, fire, terrorism, casualty, labor strike, or other occurrence which renders impossible the fulfillment of and terms of this reservation agreement, the Purchaser shall have no right or claim for damages against the University. The University is not obligated to refund rental or staffing charges or to reschedule the event.

### **WEDDINGS**

1. Outdoor weddings are permitted during summers only.
2. Weddings often conflict with summer construction. Trojan Event Services cannot guarantee that the University construction projects will not conflict with summer events. Many times, green construction fencing will be up in different parts campus and visible from most outdoor parks and plazas.

## **PUBLICITY/ADVERSITING/MARKETING**

All advertising and communication plans/timelines must be submitted in advance to the approving departments. No advertising is permitted until all approvals, paperwork and final payments have been received.

All printed publicity such as flyers, posters and/or postcards must include the following entry guidelines in accordance with the level of outdoor event identified during the outdoor event planning meeting. Social Media advertising must adhere to the same standards and be approved in advance by Campus Activities.

All posters need to be approved by Campus Activities before they go up around campus (including residence halls). Remember, if you haven't registered your event with the office, your flyers will not be approved for posting. Campus Activities stamps all posted materials as a certification that the sponsoring organization has met all the applicable conditions as outlines in the **SCampus**.

The following must be indicated on ALL materials to be posted:

1. The full name of the sponsoring organization
2. The time, date and place of the event
3. Any entrance fees or costs to participate
4. Entry guidelines

### **Entry Guidelines (included on publicity):**

- **Level 1 (Open to University of Southern California student organization members only)**  
University of Southern California ('organization name') members with valid USC ID
- **Level 2 (Open to University of Southern California students only)**  
University of Southern California (or USC students) with valid USC ID
- **Level 3 (Open to University of Southern California students and guest(s))**  
University of Southern California (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older
- **Level 4 (Open to University of Southern California students, guest(s), and other college students)**  
University of Southern California community (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older
- **Level 5 (Open to University of Southern California Students, guest(s), other college students and community members)**  
University of Southern California community (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older. Community members must have a valid photo ID and if under the age of 18, be accompanied by an adult.

# PLANNING AN OUTDOOR EVENT – WORKSHEET

## **Step 1: Pre-Event Planning**

- Have you scheduled your pre-event meeting with your advisor and Campus Activities?
  - What level of Outdoor Event are you planning?
  - Who do you want to participate in your event?
  - What is the reason/purpose for the event?
  - How will your entrance access work? Guest list, wristband, tickets, etc.

What entertainment, if any, are you hoping to have?

- Are you planning to serve food/beverages?
- Assemble your team.
  - Who is the main contact responsible for coordinating all venue logistics and approvals? This person will also be responsible for managing day-of event logistics.
  - Do you have at least two crowd monitors?
  - Do you have post-event cleanup volunteers identified?

## **Step 2: Secure the Venue**

- Submit your reservation request to Trojan Event Services to secure a date at least 5 weeks in advance of your event date. **NO EXCEPTIONS.** The Trojan Event Services will book your event and send you all required paperwork. Your event is not confirmed until all required paperwork has been received to Trojan Event Services.
- Include in your schedule:
  - Facility set and ready by \_\_\_\_\_
  - Catering set and ready by \_\_\_\_\_
  - Arrival time \_\_\_\_\_
  - Event Start time \_\_\_\_\_
  - Event End time \_\_\_\_\_
  - DJ/ Band announces last song \_\_\_\_\_ (if applicable)
  - Cleanup completed by \_\_\_\_\_
- Have you turned in your \$100.00 Refundable Deposit for the venue? Due five business days (one week) after your event is booked.
- Have you turned in your signed Event Status Report (ESR - contract) for the venue? Due five business days (one week) after your event is booked.
- All other paperwork will be listed on your ESR and is due four weeks prior to your event.
- Final payment is due two weeks prior to your event.

## **Step 3: Logistics and Planning**

- Create a Budget for your Event: Venue Staffing Costs, Security, Catering, Entertainment, Technical Equipment, Decorations and Supplies, Cleaning Costs.
- Food and Beverage Arrangements
  - Is your caterer approved by USC Purchasing or do they need to submit paperwork for approval (approval takes 2-4 weeks)?
  - Have you walked the space with your caterer to determine load-in location, set up time, cleanup schedule? Have you arranged for parking for your caterer?

- ❑ Book Talent
  - Forward the DJ or band's technical rider and contact information to Trojan Event Services at least four weeks prior to your event.
  - Have you arranged for parking for your talent?
- ❑ Secure Necessary Technical Equipment
  - What equipment does your talent require?
  - What rental company will you be using to supply your equipment and are they an approved University vendor?
  - Trojan Event Services has an outdoor sound system and stage package that can be requested online at [www.trojanevents.usc.edu](http://www.trojanevents.usc.edu).
- ❑ Vendor Arrangements
  - Have you done a site walk with your vendors to determine placement of materials, load-in/out schedule, etc.?
  - Are your vendors clear on campus vehicle restrictions, parking permit policies, and event restrictions?
- ❑ Make a List of Supplies Needed. Examples include:
  - Guest Lists
  - Event Schedule
  - Nametags
  - Pens/Sharpies
  - Wristbands
  - Attendance Counters
  - Camera

#### **Step 4: Obtain Final Approvals and Complete Approval Signature Page (See Event Departmental Approvals on Trojan Event Services Website).**

- ❑ DPS Security: Coordinates event security, talent security, patron ID Check
- ❑ Facilities Management Services: Coordinates final approval of custodial, electrical, and landscaping/irrigation event requests.
  - May also be used to coordinate event materials (tables, standards, trash cans, etc.).
- ❑ Filming Office: Coordinates approval of filming at your event, must pre-approve all camera placement. Assists in coordination of media at events.
- ❑ Fire Safety: Coordinates LA City Permits and final diagram approvals.
- ❑ Hospitality Services: Coordinates final approval of food and beverage vendors.
- ❑ Campus Activities/Student Affairs: Must give final approval of all outdoor events.

#### **Step 5: Event Publicity**

- ❑ Review event publicity policy information in this handbook. **See SCampus for more information.**
- ❑ Create publicity to include
  - Flyers, posters, invitations, advertisements, social media, email lists, etc.
- ❑ Make sure all publicity materials include the following language:
  - The full name of the sponsoring organization
  - The time, date and place of the event
  - Any entrance fees or costs to participate
  - Entry guidelines in accordance with the level of outdoor event you are planning
    - ID requirements
    - Event is not open to the general public
    - No alcohol or drugs permitted
    - No in-and-out privileges
- ❑ Submit all publicity materials to Campus Activities for approval
- ❑ Once approved, distribute accordingly

#### **2 Weeks before the Event**

- ❑ Confirm all logistics with Trojan Event Services, DPS, Fire Safety and FMS
- ❑ Create a final event timeline and send to Trojan Event Services

### **Day of Event**

- Introduce yourself to the venue staff and be available to answer any questions during set up
- Make sure all staff and volunteers have an updated event timeline
- One hour before the event, complete a security walk with security, house staff and your event volunteers. Review ticketing and check in procedures with everyone.
- Have all guest lists/will call lists/nametags in alphabetical order

### **Post-Event Follow-Up**

- Settle any outstanding bills
- Complete event survey or schedule follow-up meeting with Trojan Event Services
- Send thank you notes
- Complete and file all event documents, timeline, budget, correspondence and publicity to share with future event planners

---

# **DAY-OF OUTDOOR MEETING CHECKLIST**

The following items will be discussed during the Outdoor Event staff meeting typically scheduled one hour prior to the event start time. This checklist has been designed to ensure a pleasurable and safe dance for all those who participate.

### **Introductions**

- Sponsoring Organization
- Student Event and Security Staff
- Student Organization Advisor
- Public Safety

### **Work Assignments**

- ID check at entry (DPS Security Staff)
- Monitor crowd and wristbanding (Public Safety and Sponsoring Organization)
- Monitoring fire exits (Public Safety)
- Collect admission fee (Sponsoring Organization)

### **Review Outdoor Event Entry Guidelines**

- Determined by level of outdoor event, identified during outdoor event-planning meeting.

### **Capacity**

- DPS to provide counters to track attendance
- Protocol when max attendance is reached
- Number expected, general questions about size of crowd

**End of Event**

- ❑ Departure strategies—DJ announcement, sponsors roles, food and facility
- ❑ Outside venue

If you have any questions about planning our outdoor event, please call an Outdoor Production Manager at (213) 7406728 or email [odprod@usc.edu](mailto:odprod@usc.edu). We are help to assist you with your event planning and approval process. All approval forms can be located on our website at [www.trojanevents.usc.edu](http://www.trojanevents.usc.edu).

