University of Southern California – Trojan Event Services
SOCIAL DANCE APPROVAL FORM

This form is requesting approval to have a social dance and does not guarantee your reservation. Please fill out this form completely. Prior to filling out the form, please familiarize yourself with the **NEW Social Dance Approval Process**. Review the Step by Step Instructions for completing the Social Dance Approval process. Be prepared to answer basic questions about your event's ticketing, advertising, entertainment and co-sponsorships. All requirements of the approving departments must be met prior to final event approval. Return the completed form (once all signatures have been obtained) to your Production Manager at Trojan Event Services in TCC 425.

Client Information:

Name of Student Organization:			
Contact Name (Must be a member of the student organization):		Contact Cell Phone:	
Contact Email:			

Event Information:

Event Date:	Event Location(s):	Event Start and End Time:	Expected number of attendees?
University Event Permit Application (UEPA) #	Enter your scheduled day and time to attend an Events Meeting?	Alcohol Requested to be served? (All requests for alcohol for undergraduate groups will be denied.)	
If alcohol requested, how will it be managed? Please explain (i.e, wristbands, limited consumption, etc.).			
Event Type: *(Circle all that apply)*	Dance - Fundraiser - Reception - Concert - Dinner - Cultural - Competition Other (please specify):		
Attendees (check one box):	□ USC student organization members only □ USC students only □ USC students and guest □ USC students and guest(s) and other college students □ USC students, guest(s), other college students and community members [For Outdoor Events ONLY}		
Detailed Event Description: *(Attach an additional page as needed)*			

REQUIRED EVENT REQUEST APPROVALS (Must be signed in numerical order):

**Signatures below indicate that the new Social Dance Approval Process has been reviewed and is approved by you and that all social dance policies and requirements will be followed.*

□ I have read the General Guidelines for an outdoor event and/or dance policy and agree to adhere to the policies as outlined.

Primary Contact Signature: _____ Print Name: _____
USC Student ID # _____Position held in organization _____Date: _____

Staff/Faculty Advisor Signature: _____Print Name: _____
Title _____ Date: _____

Director of Campus Activities Signature: _____
Print Name: _____ Date: _____

Office of Fraternity & Sorority Leadership (Greek only. The signature for the Director of Campus Activities is not required):
Signature _____ Print Name: _____
Title _____ Date: _____

Director of Trojan Event Services Signature: _____
Print Name: _____ Date: _____

USC Department of Public Safety Signature: _____ Print Name: _____
Title _____ Date: _____

(NOTE: Attach Outline of Conditions as discussed at the Events Meeting. Documents taken to AVP and VP by TES only.)
Assistant Vice Provost for Student Affairs: _____
Print Name: _____ Date: _____

Vice President for Student Affairs: _____
Print Name: _____ Date: _____