

## **Student Affairs Social Dance Approval Process**

### **STEP BY STEP INSTRUCTIONS**

Effective January 7, 2019, the new Social Dance Approval process will allow student organization to receive approval or denial to host social dances on campus. Student organization will need to start the approval process **at least 3 months before the event date**. This will allow for them to obtain all required signatures and attend an Events Meeting. All steps must be completed at least 5 weeks before the event date. Below you will find step-by-step instructions on how to get approval to host a social dance on campus.

The student organizations can submit a request for venue space (soft "HOLD") to Trojan Event Services (TES) however the reservation process does not begin until the Social Dance Approval Form has been completed, signed and forwarded to TES. If the Social Dance Approval Form is not received at least 5 weeks before the event date, the event is cancelled and the reservation "HOLD" is removed. TES oversees select locations on campus.

- STEP 1: FACULTY ADVISOR.** Complete the Student Affairs Social Dance Approval Form. Obtain the signature of the Faculty Advisor. The Faculty Advisor returns the form back to the student organization representative.
- STEP 2: CAMPUS ACTIVITIES.** The student organization representative then forwards the Social Dance Approval Form to Campus Activities to verify that they are a recognized student organization in good standing. The form is returned back to the student organization representative.
- STEP 3: TROJAN EVENT SERVICES.** The student organization representative next forwards the form to Trojan Event Services and obtain the signature of the Director or Assistant Director. Before signing the form, TES will review if the student organization has hosted any past events, read post-event reports and gather feedback from full-time staff or student workers in regards to the student organization and their hosted event(s). TES will also verify that the space has a "HOLD" for the student organization's event. At this time, the student organization representative will contact TES to schedule a day and time for their Events Meeting presentation.
- STEP 4: EVENTS MEETING.** Attend an Events Meeting **at least 7 weeks** before the event date. Either the Director of Campus Activities and/or the Associate Vice Provost may be asked to attend this Events Meeting. During the Events Meeting presentation, the student organization will provide handouts of their event timeline and diagram. The student organization should be prepared to discuss expected number of guests, who are the attendees, alcohol request (denied for all undergraduate student orgs), invited guests, and funding. All aspects of their event will be discussed with department representatives that attend the weekly Events Meeting: Department of Public Safety, hospitality/food & beverage approval, risk management, FMS, and fire safety.
- STEP 5: DEPARTMENT OF PUBLIC SAFETY.** Obtain the signature of Special Event Officer with DPS. Return the form to TES.
- STEP 6: TES/STUDENT AFFAIRS.** Based on the conditions (if any) given at the Events Meeting, the student organization will outline them and attach to the Social Dance Approval Form. Conditional approval from the Associate Vice Provost and the Vice President for Student Affairs will be obtained via signature on the Social Dance Form. Bring both documents to TES. All documents submitted to these Student Affairs personnel must be via TES only.
- STEP 7: TROJAN EVENT SERVICES.** **The completely signed Social Dance Approval Form and Conditions Memo will be forwarded to Trojan Event Services at least 5 weeks before the event date.** No forms will be accepted after that time. Upon receipt of the approval form and conditions memo, the "hold" will be replaced with a "tentative" reservation. This gives the approval for TES to continue with the reservation process. All reservations become "confirmed" once all supporting documents and payments have been received.

If you have any questions, please call or email Gabriel Valenzuela, Director, Campus Activities at [valenzug@usc.edu](mailto:valenzug@usc.edu), (213) 740.1477 or Cynthia Tucker, Assistant Director, Trojan Event Services at [tuckerc@usc.edu](mailto:tuckerc@usc.edu), (213) 821-1670.