



# Trojan Event Services

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## Annual Event Early Booking Application

The purpose of this form is to give organizations who have produced long standing, annual events the opportunity to apply for early booking status. Accepted applications will give the organization the ability to request space for the approved event one (1) year in advance of the event date. Applications will be reviewed based on three primary criteria:

- 1. History of the Event
- 2. Benefit to the USC Community
- 3. Necessity for Early Planning

Please fill out this form in its entirety. Incomplete forms will not be processed. Once complete, submit this form to Trojan Event Services. If you have questions or need assistance please call the above phone number. Your application will be reviewed and you will be notified on the status of your event request. Please allow 2-3 weeks to review the application.

|                  |                                |
|------------------|--------------------------------|
| Today's Date:    | Organization Name:             |
| Event Name:      | Event Location(s) (requested): |
| Contact Name:    | Contact Phone Number:          |
| Contact Fax:     | Contact Email:                 |
| Contact Address: | City, State, Zip:              |

Are you a (please circle one):      Student Organization      Campus Department      Non-University Client

Please answer the following questions on a separate sheet of paper.

1. Describe the event you would like to produce.
2. Why do you feel your event should be considered before early booking?
3. Describe how your event benefits the USC community.
4. What is the expected attendance of your event?
5. Will your audience be mostly students? Faculty/staff? Non-University?
6. Where and when has this event taken place in previous years?

Requested Event Date(s): 1<sup>st</sup> Choice \_\_\_\_\_; 2<sup>nd</sup> Choice \_\_\_\_\_; 3<sup>rd</sup> Choice \_\_\_\_\_

Event Times:    Desired Arrival Time \_\_\_\_\_:\_\_\_\_\_ am/pm  
 Desired Start Time \_\_\_\_\_:\_\_\_\_\_ am/pm  
 Desired End Time \_\_\_\_\_:\_\_\_\_\_ am/pm  
 Desired Exit Time \_\_\_\_\_:\_\_\_\_\_ am/pm

This form serves as an application for the classification as an "Annual Event or Early Booking" and the privileges which come with such classification. Submitting this application does not guarantee any dates or times for your event. Events are not confirmed until this application is approved and all paperwork and required payments are completed and submitted to Trojan Event Services. The University of Southern California reserves the right to cancel any event, in whole or in part: if fees are not paid two weeks prior to the event; if the group does not comply with USC policies and procedures; or if USC officials cannot ensure the safety of students, faculty, staff, or visitors.

By signing this application below you agree to abide by all the rules and regulations for event planning set forth by Trojan Event Services and the University of Southern California. USC Event Policies can be found at [www.usc.edu/SCampus](http://www.usc.edu/SCampus) (USC Student Guidebook) and online at [www.usc.trojanevents.usc.edu](http://www.usc.trojanevents.usc.edu). For more information please contact Trojan Event Services at [SCevents@usc.edu](mailto:SCevents@usc.edu).

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                           |                    |             |
|---------------------------|--------------------|-------------|
| Office Use Only           | Received By: _____ | Date: _____ |
| Approval Signature: _____ |                    | Date: _____ |