STUDENT ORGANIZATION EVENT INFORMATION

Please complete this form to submit an event for publication on the USC Events Calendar. All submissions are reviewed before posting. Remember this form does not make room reservations for your event.

PERSONAL INFORMATION:
Your Name: ____________________________________________________________
Your Department: ____________________________________________________________
Your Phone: ___________________________ E-mail: _______________________

EVENT INFORMATION:
Event Title: ____________________________________________________________
Event Subtitle: ____________________________________________________________
Event Date: ____________________________ Event Times: Starts_____________
Ends_____________
Event Sponsor(s): ____________________________________________________________
Estimated Attendance: ______________________ Admission: ________________________
Event Website: ____________________________________________________________
Description of Event: ____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Event Subject (please circle one):
Music  Theater  Cinema  Fine Arts  Literature  Other Arts  Humanities
Business  Communications  Law/Government/Politics  Sciences
Medicine/Other Health  Science/Engineering/Technology  Social Sciences
Interdisciplinary  Interscholastic Sports  Recreational Sports
Volunteer/Community Service  Employee Benefits  Career Planning/Advancement
Other: ________________

Event Format (please circle one):
Performance  Exhibition  Screening  General Interest
Lectures/Discussions/Workshops  General Interest  Academic Conference
Conference/Festival/Fair  Web cast  Academic Lectures/Discussions/Workshops
Sports  Book Signing  Receptions/Party  Other: ________________
Intended Audience (please circle one):

- All Alumni Community
- Faculty Faculty & Staff
- Faculty & Students General Public
- Faculty, Staff & Students Invitation Only
- Students Staff

Location: (please circle one):

- University Park Campus
- Information Sciences Institute
- Health Sciences Campus
- Catalina
- Off Campus
- On Campus Building: ________________________________
- Room: __________________

Off Campus Location:

- Building: __________________
- Room: __________________
- Address 1: __________________
- Address 2: __________________
- City: __________________
- State: _____
- Zip Code: _______

CONTACT INFORMATION:

- Name of Contact Person: ______________________________________________________
- Contact Phone Number: ______________________________________________________
- Contact E-mail address: ______________________________________________________

Please return this completed form two weeks prior to your event.