

Event Approval Checklist

Please use the following guide to ensure you have proper University Approval for your on-campus events. Below you will find the following approval forms and when to fill them out.

- Event ID - <https://eventspermit.usc.edu/>
 - Please fill out this form when:
 - You have an event or meeting that is outside of business hours, M-F 7am – 6pm. This form will alert DPS that you are on campus.
 - If you are here after hours, you can request the doors to be unlocked if needed.
 - You are working with any catering or rental vendor. This included USC Hospitality.
 - You have guests attending who are not normally on campus
 - If you are working with Alumni, please contact Cheryl Stanovich, Interim Chief Development Officer with the Office of Advancement, at stanovic@usc.edu to let the department know who is coming.
 - Please note: Depending on your responses to this form, it will send you automated emails with resourced to proceed.
- Catering Approval - <http://cateringapprovals.usc.edu/foodrequests/new>
 - Please fill out this form every time you order food for an event.
 - Please note: All the USC Approved vendors can be found in the dropdown box of this form. The form will signify if you need to request any updated documents from the vendor. This form needs to be completed not later than 2 weeks in advance.
- Alcohol Approval - <http://cateringapprovals.usc.edu/alcoholrequests/new>
 - If you are serving alcohol at an event, you must fill out this form.
 - The Alcohol Approval form can be found under the “Forms” tab at the top of the page
 - The only exception to this, is if you are serving alcohol in the Edmondson Faculty Center.
- Don't Forget!
 - Make sure your space is reserved with the proper reservation representative
 - Aim to have your invitation out 6-weeks in advance and collect RSVPs
 - Secure Parking for any Alumni or special off-campus guests here: <http://cateringapprovals.usc.edu/parkingrequests/new>
 - If you need anything from FMS, please submit the checklist to them 3-weeks in advance. The checklist will be sent to you when filling out an event ID
 - Secure your rentals in advance if they are needed. If you need suggestions for a rental company, please reach out to Morgan Van Lingen at mvanling@usc.edu.

If you have any questions or need any assistance with these forms, please reach out to Morgan Van Lingen at mvanling@usc.edu.