

EVENT PLANNING PROCESS FOR KECK STUDENT ORGANIZATIONS

STEP-BY-STEP INSTRUCTIONS

1. First, we recommend that you find some other student organizations to collaborate with.

- a. This is to your advantage for publicity, funding, and event attendance. You can collaborate with as many other Keck student organizations as you like, and we also encourage you to look into organizations at the Pharmacy, Business, Law, PA, OT, PT, or PhD programs. The more the merrier!
- b. As the governing council for the medical school campus, ASSM can help put you in touch with other organizations. Contact us at usc.assm@gmail.com.
- c. As the governing council for the entire HSC campus, GSG can also help you out: gpsshsc@usc.edu.

2. Check date and room availability.

- a. Check the Keck Events Calendar for date availability on the ASSM website.
- b. Check Pappas Quad availability at <http://medweb.usc.edu/quad-calendar.html>.
- c. Check the Room Reservation Calendar for room availability at <http://rooms.usc.edu>.
 - i. In order to access this site, you must be using a computer on a university IP address. This generally means you may use your laptop on our wireless system (on either campus), or a school computer. The main restriction is that you cannot access this site when you are at home.
- d. **Problems? Contact** ASSM at usc.assm@gmail.com.

3. Reserve a room.

- a. **For Lecture Halls and Auditoriums:** Contact Renee Cypert-Soto at cypertso@usc.edu.
- b. **For the Pappas Quad:** Fill out the Quad Reservation Form on MedWeb and fax it to 323-442-2434.
- c. **For the MDLs:** Contact the students of that MDL to make sure there are no scheduling conflicts. You can also give them a heads up to find another quiet place to study. For instance, to reserve MDL 204a, send an e-mail to mdl204a@petunia.edu.
- d. **For the Norris Medical Library Conference Rooms:** Contact the Technology Support Center at 323-442-1968 or hscacct@usc.edu.
- e. **Problems? Contact** Renee Cypert-Soto at cypertso@usc.edu.

4. Post your event on the Keck Events Calendar through your organization's Gmail account.

- a. To find out if your event is appropriate to post, see "Keck Events Calendar Posting Guidelines."
- b. You may only post AFTER you have booked a room. If you post an event without specifying the location, it will be deleted immediately and you will lose your spot. "TBA" or "TBD" will not be accepted.
- c. Only club Gmail accounts (and not personal e-mail accounts) have permissions to post.

5. Register your event with the Events Planning Office.

- a. Visit the "Events permit application" tab at <http://capsnet.usc.edu> and follow the prompts.
- b. University safety policy requires that all events must be registered.
- c. Problems? Contact Patricia Yepez at (323-855-6175) or pyepez@caps.usc.edu.

6. Find catering for your event if necessary.

- a. You must use an approved USC Vendor if you are using GSG funds for your event. A list of vendors can be found here: <http://sait.usc.edu/stuorgs/forms/CommonlyUsedVendors.pdf>
- b. If you are not using GSG funds, you can use any vendor you like.
- c. You must use USC Hospitality for purchase and distribution of alcoholic beverages on campus. The USC Alcohol Permit is available at http://medweb.usc.edu/quad-reservation-forms/alcoholpermit_HSC.pdf.

7. Apply for funding if necessary. Funding sources include:

- a. GSG Funding
- b. Sponsorship from USC/LAC Department or National Affiliate Organization
- c. Membership Dues
- d. ASSM Reimbursement