

# STUDENT ORGANIZATION EVENT APPROVAL PROCESS

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- STEP 1** All requests have to be submitted at least five(5) weeks prior to proposed event date.
- STEP 2** Complete an online reservation request form through Trojan Event Services (TES) website ([trojanevents.usc.edu](http://trojanevents.usc.edu)).
- STEP 3** Complete a University Event Permit Application (UEPA).
- STEP 4** Submit a social distanced diagram to TES.
- STEP 5** Submit your detailed event timeline with day-of registration process, load-in, and load-out times to TES.
- STEP 6** Student Affairs reviews your submitted materials. Incomplete documents will not be reviewed.
- STEP 7** If pre-approved by Student Affairs, present your requested event to the USC Events Committee for final approval at least 5 weeks before the event date.

Upon completion of your event presentation to the USC Events Committee, you will be notified on the status of your requested event. Please note that your event is not confirmed until you have presented to the Events Committee and received written confirmation.

Events submitted less than 8 weeks before the event date will be denied and can be held virtually.

For more information on hosting an event virtually, please check out the USC Virtual Student Life website. <https://virtualstudentlife.usc.edu/>

If you have any questions, please contact Trojan Event Services at [scevents@usc.edu](mailto:scevents@usc.edu) or (213) 740-6728.

**Fight On!**