# Large Event Planning Form

Event Name _______________________________  Org/Dept. _______________________________
Contact Name ___________________________________  Phone _____________________________
Email ___________________________________________  Date _____  Time _________________

Please turn in completed form along with signed contract in order for your event to be confirmed.

Please check or fill in the number for each of the below options. Please check the online schedule of fees, for any costs associated with your request.

## Equipment Needs

<table>
<thead>
<tr>
<th>Tables:</th>
<th>6ft.</th>
<th>8ft.</th>
<th>Rounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Skirting (how many):</td>
<td>______</td>
<td>Table Cloths:</td>
<td>Rectangle</td>
</tr>
<tr>
<td>Chairs:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Podium:  ☐ Yes  ☐ No  
Stanchions:  ______  Rope  ______  Retractable  ________________
Stage:  ☐ Small  ☐ Medium  ☐ Large  ☐ No Stage

## A/V Needs

Extension Cords:  ____________________________________________________________
Power Strips:  ____________________________________________________________
House Sound (includes one mic):  ____________________________________________

- ☐ Wired  ☐ Wireless  ☐ Wireless only:  ☐ Handheld  ☐ Lapel
LCD Projector:  Front  ___  Side  ___  Both  ________________
Additional Mics:  Wired:  ______  Wireless (up to four):  ________________
CD/DVD Player:  ________________  iPod:  ☐ Yes  ☐ No
Wireless Pointer/Presenter:  _______________________________________________

Will you be using YOUR laptop computer?  ☐ No  ☐ Yes  ☐ Mac  ☐ PC

## Food/Catering

Will you be serving food?  ☐ Yes  ☐ No  If not, Who?:  __________________________
Are you using Carolina Catering?  ☐ Yes  ☐ No

## RHUU Staffing Needs

Upon review of Russell House staff, your event may require outside security, an A/V tech or Event Staff at your expense.

Would you like a Russell House A/V Tech for your event?  ☐ Yes  ☐ No
Would you like any Russell House event staff for your event?  ☐ Yes  ☐ No
Off-Campus Speaker/Performer/Vendor

If you are hosting an off-campus speaker/performer/vendor, please list their contact information below:

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Other Logistics

Will your even need dressing/green rooms?  □ Yes  □ No  How Many? __________
What is the EVENT TIME for your event? ______________
How long (in hours) of a set-up/breakdown time do you need? ______ Set-up: _____ Breakdown: _____
If your event requires a soundcheck, input the time you want to complete this on the day of your event.  Time: _____
Will your event have attendees who are not USC Faculty, Staff or Students?:  □ Yes  □ No

Due to the scheduling of the building, the Russell House may not be able to meet all of your set-up and breakdown needs, but we will attempt to fill your request.

Please indicate in the space below if there is anything else that you need, or want the Russell House to know about your event that has no previously been discussed: ________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

University Policies (www.sc.edu/policies/policyindex.shtml)

Important Event Related Policies:
...........................................STAF 3.02 University Policy and Guidelines on the Use of Alcohol by Students
...........................................STAF 3.11 Posting Promotional Material, Including Banners
...........................................STAF 3.12 Off-Campus Speakers
...........................................STAF 3.17 Campus Solicitation
...........................................STAF 3.18 Drug Policy for University Students
...........................................STAF 3.22 Fund Raising by Student Organization
...........................................STAF 3.23 Outdoor Event Registration
...........................................STAF 3.25 Use of University Facilities
...........................................STAF 3.27 Russell House University Union Catering Policy
...........................................BUSA 1.00 University Dining Services
...........................................BUSA 1.03 Cater for Student Organizations
...........................................BUSF 7.05 Reimbursement for Personal Consumption

There may be additional costs associated with your event that come from items not on this form.
If you have any questions, please contact the Russell House Event Services Office at 803-777-8182