**Associated Students of the School of Pharmacy**

**Projects and Events Description Form**

| Organization Name: | |
| --- | --- |
| Student in Charge: | |
| Student’s E-mail Address: | Mobile Number: |
| Official Event/Project Name/Title:  Describe no more than three specific objectives of the event/project *[If a student attendee were to be asked about the event, these objectives must be described by the participant]*: | |
| Proposed Date of Event: | Proposed Start and End Time of Event: |
| Venue Name:  Venue Address, if not in PSC: | |
| Who is the intended audience (P1, P2, P3, P4, outside school, undergraduates, faculty)? | |
| Minimum expected audience attendance: | |
| Maximum student enrollment or attendance: | |
| Speakers? Invited Special Guests? *[Please provide each non-USC faculty with the option of Biggy parking reservations, a hand-written thank you note, and a thank you gift valued at a minimum of $25.00 each; more if they represent a larger corporation]*  List each guest’s first and last name, and e-mail address: | |
| What is the Event Type and Event Detail? | |
| What will students do at this event? | |
| How will physical distancing be maintained? | |
| What is the agenda for the event? (e.g., timeline in 0.25- or 0.5-hour increments) | |
| How will you evaluate that the objectives of the event were met? | |
| Will food be served before, during, or after the event?  If yes, please describe: | |
| Proposed cost of guest gifts and thank you cards  (if applicable; *see guest list above*): | Proposed cost of guest parking (if applicable): |
| Proposed cost of food (if applicable): | |
| Proposed cost of venue (if applicable): | |
| Proposed cost of other essential supplies to carry out this event (if applicable): | |
| TOTAL PROPOSED COST of EVENT: | |
| Did your organization host this event last year? | |
| If so, were SOP Student Funds or GSG Funding requested? | |
| How much did you receive from SOP Student Funds? From GSG? | |
| How much did you spend? | |
| How many attendees were at the event? | |
| Is SOP Student Funds requested for this event this year? If so, how much? | |
| Will you submit an online application for Graduate Student Government funding? If so, how much will you request? <http://gsg.usc.edu/student-funding/> | |
| *I have researched this event and discussed its description with other organizations.*  *The proposed event aligns with my organization’s mission statement.*  *The proposed event does not include materials already covered in the curriculum.*  *There are no other events similar to the one being proposed on this document.*  *I understand that this project may not be approved if the criteria are not met.*  Print/Type student’s name:  Date:  Student signature: | |
| *Reviewed by Kari Franson:* | |

Form updated on 04/26/2020