**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