



EVENT POLICY

Purpose: The purpose of this policy is to facilitate scheduling, promoting and coordinating events sponsored or hosted by departments, divisions, offices, and centers and recognized student organizations associated with the Darla Moore School of Business.

Application: All faculty, staff, students, departments, divisions, offices, centers and recognized student organizations sponsoring or hosting an event must notify the Dean's Office in advance of any event as specified in this policy. Timely notification of events as required under this policy as a condition of holding an event covered by this policy.

The Dean's Office must be notified of all Moore School events involving external visitors, guests or students in advance to the event being held. This includes both in-person and virtual events and events held both on- or off-campus.

Notification Procedure:

All staff and faculty hosting a Moore School event or a guest speaker need to submit an [Event Notification Form](#) to the Dean's Office prior to the event being held or the guest speaker coming to campus. Guest speaker visits are for notification purposes only. Events must follow the guidelines outlined in numbers one and two below.

1. **Internally Focused Events** (e.g., those events where attendees are primarily limited to faculty, staff, and students of the Darla Moore School of Business).
 - a. For events that do not require food and catering services, provide notice no later than one (1) week prior to the event.
 - b. For events requiring food and catering services, provide notice no later than two (2) weeks prior to the event.
 - c. Recognized student organizations sponsoring or hosting an event must obtain approval
2. **Externally Focused Events** (e.g., those events where attendees may include the general public, key stakeholders, alumni or other individuals or entities in addition to faculty, staff and students of the Darla Moore School of Business).
 - a. For externally focused events, provide notice no later than eight (8) weeks prior to the event.

Scope:

This policy applies to all Moore School faculty, staff and students hosting events, functions or activities within the Darla Moore School of Business space. This policy also applies to Business Partnership Foundation, Corporate Solutions leased spaces unless specifically exempted in a contract between USC and Business Partnership Foundation, Corporate Solutions.

Related Policies:

Food, Catering and Alcohol Policy
Level I Classroom Policies and Procedures

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