** UPC/HSC FPM EVENTS PLANNING**

**Phone Number: 213-740-3361**

 **3450 S. Vermont, LA CA 90089-2590, FPM 100**

**Email:** **fms-evtp@usc.edu**

**FPM EVENTS PLANNING CHECKLIST FY22**

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| **THINGS TO KNOW:**1.We must have a minimum one weeks' notice with checklist submitted.  Preferably, we ask for 2 weeks’ notice.2. Anything less than one weeks' notice cannot be guaranteed and will be charged a $175 late fee.  Checklists submitted with three (3) days', or less, notice will not be accepted. 3. Checklists submitted after 3pm on Friday will be considered received the following business day (Monday).  Point #1 and #2 take effect on Monday for checklists received after 3pm on Friday.  Please note, the FPM Events Office is closed on weekends.4. FPM Events no longer handles rental requests for tents, tables, chairs, chain link fencing, microphones, etc. The customer should contact a 3rd party vendor directly.   The Events office can provide vendor information as requested.5. FPM Events will continue to provide trash/recycle boxes, standards, vinyl fencing, electrical services, custodial services, landscape services, move-jobs, bicycle rack removals, 0-Waste assistance as well as other services. The Events office can assist with any questions |
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Updated 4/5/22 |

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| **EVENT INFORMATION - \*Required** |
| **Name of Event:** | **\*** |  |
| **Event Permit Number:** | **\*** |  |
| **Location(s):** | **\*** |  |
| **Date(s) of Event:** | **\*** |  |
| **One-Line Event Description:** | **\*** |  |
| **Number of Attendees :** | **\*** |  **Number?** \_\_\_\_\_\_\_ **Is Food Being Served?** **Yes**\_\_\_\_ **No**\_\_\_\_  |
|  **NOTE: If “Yes” to above question, please answer (Section/s 2 and 3) on Page 2 of this document.** |
| **EVENT TIMES - \*Required** |
|  |
|  |  | ***Day*** |  | ***Date*** |  | ***Time*** |
| **Event Setup:** | **\*** |  |  |  |  |  |
| **Event Begins:** | **\*** |  |  |  |  |  |
| **Event Ends:** | **\*** |  |  |  |  |  |
| **Event Breakdown:** | **\*** |  |  |  |  |  |
| **EVENT CONTACT INFORMATION -** \***Required** |
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| **Name:** | **\*** |  |
| **Address:** | **\*** |  |
| **Student Organization Name:**  | **\*** |   Advisor:  |
| **Telephone #:** | **\*** |  |
| **Cell Phone #:** | **\*** |  |
| **Email:** | **\*** |  |

**FPM SERVICES** |
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| **1. AIR CONDITIONING/HEATING (Indoor Facilities)** ***No Charge - For informational purposes only*** | **“X” if Services Requested** |  |
| **NOTE: Unless AC is requested here, there is the possibility that the AC will not be on. A charge of 4-hours overtime or $505.00 may apply for calls that are made the day of the event to adjust temperature that is not scheduled.** |
| **LOCATION(S):** ***Be specific (Building name and room number, lobbies, floors, etc.) Multi-sites.*** | **Buildings:** | **Room Number(s):** |
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| **2. CUSTODIAL INDOOR CLEAN-UP *MANDATORY FOR ALL INDOOR EVENTS***  **$39.33per hour – Overtime may be required due to day and time of event**  | **“X” if Services Requested** |  |
| ***Service*** | ***Date(s)*** | ***Time(s)*** | ***Specific Location(s)*** |
| **Pre-Event Clean-up:** *(Trash removal, floor care, dusting, cleanup/restocking of restrooms, etc.)* |  |  |  |
| **Post-Event Clean-up (Restrooms also included):** ***(Required*** *for indoor events with food and/or trashcans) May require overtime depending on day and time of cleanup.* ***Ask about Zero Waste****.* |  |  |  |
| **Scheduled Restroom Cleanup:***(Cleaning and restocking on a scheduled basis) i.e., Clean up at 2:00pm, 4:30pm, 6:00pm* |  |  |  |
| **Standby Custodian:***(On-site at all times) May be on overtime due to time of event, may require male and female attendants* |  |  |  |
| **Custodial Assistance with Zero Waste**  |  |  |  |
| **NOTE: Cleanup of the restrooms in ADM, and cleanup of dressing rooms in BOVARD are not included in your rental contract with Trojan Event Services. A separate request to FPM must be made. Please contact our office or your planner for more information.**  |
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| **3. LANDSCAPE - OUTDOOR CLEAN-UP –** ASK ABOUT ZERO WASTE ***MANDATORY FOR ALL OUTDOOR EVENTS:* TROUSDALE, CHILDS WAY, PARKS****$42.63per hour – Overtime required for weekend or after hours service (After 4pm M-F)** | **“X” if Services Requested** |  |
| **Diagram Required** | ***Date*** | ***Time*** | ***Specific Location(s)*** |
| **Pre-Event Clean-up (Litter cleanup, empty bins, M-F by 11am). If need wash, leaf blow/rake, completed by 7am.** |  |  |  |
| **Post-Event Cleanup – *(Required for all events with food). Note: Additional charges may apply depending on amount of trash cleanup.*** |  |  |  |
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| **4. ATHLETIC FIELDS: $47.03 per hour – After 1:30pm, overtime rates apply.** | ***Date*** | ***Time*** | ***Specific Location(s)*** |
| **Special Requests- Pre-Event Clean-up:*****(Wash down, reline trashcans, rake leaves, grandstands, etc. clean up of fields, trash)*** |  |  |  |
| **Post-Event Cleanup** ***(Mandatory for all events with trashcans/food)*** |  |  |  |
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| **Post-Event Cleanup** ***(Mandatory for all events with trashcans/food)*** |  |  |  |

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**FPM SERVICES**

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| **5. ELECTRICAL SERVICES:** (Diagram required with electrical locations) **$87.45 per hour** | **“X” if Services Requested** |  |
| **Note: Job Walk is preferred for all large events.**  |
| **Electrical Circuits:****Based on Power Use and Electrician Recommendation*****(120V – 20 amp circuits)******\*additional power upon request.*** | **Amount** | **Location** | **Set up Time** | **Breakdown Time** |
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| **MANDATORY:****Please List ALL Electrical Needs:** ***1. Indoor lighting for tent/ outdoor lighting******2. Sound& Speaker Connections******3. Fans/Misters/heaters******4 Catering (coffee maker, refrigerator, popcorn machines)*** ***5 Other (TV’s, Porta-Restrooms, computers)*****Note:** * ***Electrical Information must be supplied before the event.***
* ***Vendors are not allowed to plug into university power outlets –No Exceptions***
 | **List additional electrical request information for your event here:** |

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| **6. HEAVY EQUIPMENT *(Removal of bike rack, benches, exterior metal tables etc.)*** **$61.60 per hour**  | **“X” if Services Requested** |  |
| **Removal*****(DPS approval AND posting of bike racks required for scheduling))*****Request must be received 10 days prior to event or items may not be removed*. Contact DPS to coordinate.******\**Diagram Required\*** | ***Date*** | ***Time*** | ***Location – How many?*** |
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| **Return*****(Of removed items)*** | *Date* | *Time* | *Location* |
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| ***Bike posting/removal: Contact Lt. Mark Cervenak, DPS at 213-740-6000*****Note:  *Customer is responsible for coordinating posting of flyers through DPS***  |

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| **7. FOUNTAIN REQUESTS – \*\*\*\*Fountain Daily Normal Operations 7AM – 7PM\*\*\*\*\*****$64.08 per hour**  | **“X” if Services Requested** |  |
| **Fountain Off/ON** | ***Date*** | ***Time OFF*** | ***Time ON*** | ***Fountain Location/s*** |
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|  |  |  |  |
| **Fountain Turned Down** | ***Date*** | ***Time DOWN*** | ***Turn on Normal*** | ***Fountain Location/s*** |
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**FPM SERVICES**

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| **8. IRRIGATION SPRINKLER SHUT OFF:  Note:  *Please take into consideration your set-up and break-down time. An extra fee will be charged for any shut-off request for more than three days.*** **a) IR shut down – electronically =$57.20 flat rate** **b) IR shut down – manually at controller =$57.20 per controller** **c) Hand watering required =$57.20 per hour / $85.80 per hour if overtime involved/ (OT) is any time after** **1:30pm Monday –Friday for this crew - Anytime on Sat/Sun)** **$57.20 per hour (unless off-campus) - some exceptions apply** | **“X” if Services Requested** |  |
| **Sprinklers****Turned Off** | ***Date*** | ***Time Off*** | ***Time Back On*** | ***Location/s (Be Specific) if multiple, list each*** |
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| **Note: Sprinkler lines must be marked by FPM irrigation crew for ANY staking for tent installations.** **All damages to Irrigation Systems must be paid by customer**  |

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| **9. SPECIAL SERVICES** **(move jobs, room set-up, special requests)****$47.03 per hour** | “X” if Services Requested |  |
|  **Banner Hanging:** *Contact Events Planning for Information*  |
| **Moves/Deliveries:***(Furniture, boxes, equipment, etc.) – must have storage area set up for furniture to be stored* | ***Date*** | ***From*** | ***To*** | ***Item/s*** |
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| **Room Set-up:***Please list details below (Must Provide diagram or event will not be approved)* | ***Date*** | ***Time***  | ***Location (Be Specific)***  |
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| **Room Reset:** |  |  |  |
| **Note**: **If you need someone other than yourself** as a contact person, please list name and cell phone number below, so we can contact them for any question, concerns, or entrance to the room. ***Additional charges will apply if space is inaccessible as scheduled and crew must wait or return.*** **\*On Site Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **10. VENDOR (SET-UP DIAGRAM REQUIRED)- REQUIRED** | **“X” if Services Requested** |  |
|  **Note: If you are using an outside vendor/caterer to supply your equipment rentals, the Company Name and Contact must be listed (Required) or your event or your event will not be approved!** |
|  | **Company** | **Company Contact Name** | **Cell Phone Number** |
| **1** |  |  |  |
| **2** |  |  |  |

**FPM EQUIPMENT RENTALS**

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| **Note: DROP-OFF/PICK-UP INFORMATION MUST BE ENTERED OR YOUR CHECKLIST WILL BE RETURNED AND WILL NOT BE PROCESSED!** | “X” if Services Requested |  |
| * **All equipment rentals require minimum delivery fees. Please call us to inquire about fees concerning: timed delivery rates, before and after hours’ delivery, and weekend delivery.**
* We must be ***Notified Immediately*** of any equipment missing at delivery by calling **213-740-3361**. ***NO*** ***After-the-Fact Credit*** will be given. Missing or damaged equipment upon pickup (standards, podiums, hoses, quick couplers) will be charged back to the requestor/customer.
* **We do not recommend leaving equipment out overnight or on weekends.**
 |
|  | **\*Date** | **\*Time** | **\*Location** |
| **DROP-OFF** (Include a 4-hour window to save on delivery fees) |  |  |  |
| **PICK-UP**:Include a 4-hour window to save on pick up fees) |  |  |  |

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| **RENTAL ITEMS** | **COST** | **QTY** | **ADDITIONAL NOTES** |
| FPM White Vinyl Fencing (10’ x 4’ panels) (plus delivery)  | $22.50  |  | **Price per panel plus delivery** (Call for Quote) |
| FPM Flag (California) (plus delivery)  | $45.00 |  | Customers are responsible for flags if damaged, lost or stolen |
| FPM Flag (USA) (plus delivery)  | $45.00 |  | Customers are responsible for flags if damaged, lost or stolen. $175.00 - replacement charge |
| FPM Flag Stands (plus delivery) |  $7.50 |  | Inserts may be required |
| FPM Hose and Spigot (plus delivery) | $60.00 |  | **Plus delivery and hook-up charge** / only where water is available. Deposit of $300 required.  |
| FPM President’s Podium – Must Check or Circle One **Wooden\_\_\_\_\_\_\_** **Acrylic\_\_\_\_\_\_** (plus delivery)  | ---------  |  | President acrylic and Wooden Podiums available UPON APPROVAL ONLY by Protocol and Events Department |
| FPM Wooden Podium with USC Seal (plus delivery) | $85.00 |  | Must provide Podium placement on diagram |
| FPM Sign Standards – White Wooden 6’ high (plus delivery) | $15.00 |  |  ($100.00 fee for each lost or damaged item ) Will be counted on pickup. **If not at specified pickup location, additional charges will apply.** |
| **FPM Trash boxes, (Black)** – (need sorting assistance ? Ask your Planner | $10.00 |  | Delivery extra – Set up with 1 liner unless additional requested. |
| FPM Compost boxes (Green) – (plus delivery) (need sorting – **See Zero Waste Information** **following** | $10.00 |  | Delivery extra – Set up with 1 liner unless additional requested.  |
| FPM Recycle boxes, (Blue) - (plus delivery) sorting needed – **See Zero Waste Information** **following** | $10.00 |  | Delivery extra – Set up with 1 liner unless additional requested. |
| FPM Clear Liners for Trash, Recycle, Compost boxes | $0.60 |  | 1- liner for each box, unless additional requested.  |
| FPM Electrical Extension Cords (plus delivery**)** | $20.00 |  | Needs as determined by electrician. Missing cords upon pickup will be charged to the customer.  |
| FPM Electrical Cable Ramps (required for spider box cables) | $25.00 |  | Plus installation (number as determined by electrician) |
| FPM Electrical 50 AMP Cable (for use with spider box) | $30.00 |  | Plus installation |
| FPM Electrical spider Box (50amp – provides 6ea 20amp circuits). Used only upon electrician recommendation. | $125.00 |  | Installation, cable ramps and cables are required and additional charges. |

**Vendor Information for rentals**

FPM Events longer has the resources to provide the coordination for material and equipment services with third party vendors. To receive services that include items, such as tents, chairs, tables, chain-link fencing, portable restrooms and so on, we encourage you to contact the vendor directly for services they can provide. The following are approved vendors:

**Bright** **Town and Country** **Pronto Janitorial 1st Jon Rentals**

USC@bright.com lchen@tacer.biz 213-905-5322 877-566-8646

310-202-0011 snega@tacer.bizWORK\_ORDERS@PRONTOJSI.COM www.1stjon.com

Pricing for vendor services has gone up significantly recently and may differ depending on a variety of factors, such as delivery date and time, and services requested. Please contact the vendor directly with your specific needs for accurate pricing.

Please note the following vendor and customer responsibility:

* There are to be no materials, metal, or other dangerous objects, left at any sites from breakdown of their rentals - especially tenting (i.e., bolts, pipes, metal connectors, etc.). The site must be left in a condition that is satisfactory to USC.
* When spiking for tenting or canopies, the customer must contact FPM events to schedule a service with the Irrigation shop to mark areas to avoid where irrigation piping exists.
* Customer will need to work with FPM Events to have access to power to operate rental items that requires power (i.e., string lighting). The use of university electrical without authorization or clearance from USC Facilities is prohibited.
* Vendor is to use only specially wrapped wire or rope for hanging sails, lighting, banners, or other objects to trees.  Vendor must also install a special protection cloth between the tree and the attached wire or rope to ensure there is no damage to trees*.*
* Vendor is not allowed to drive onto lawn areas at any time without appropriate protection like plywood placed under the vehicle/truck. Vendor/customer will be responsible for any damage caused to landscaping.

**EVENT signature and payment approval**

**Note: ALL RENTAL ITEMS:** ***YOU OR A SUBSITUTE SIGNER MUST SIGN FOR ALL DELIVERIES*.**

**\*\*\* We require a cell phone number for deliveries. If the requestor cannot be contacted, a message will be left on the cell phone for confirmation and a photo taken of delivered item/s.**

**\*\*\*FPM is not responsible for missing or damaged items once rentals are delivered\*\*\***

**\*\*\*A 25% Cancellation fee is charged for cancellations within (3) days of event: 50% fee is charged for cancellations within (2) -days of event, and a 100% fee is required for cancellations of less than (24) hours or same-day cancellations.**

**PAYMENTS FOR YOUR EVENT are to be processed through Workday as a Requisition using SCO 120 for Event Services. ISP Category is ISP-SP-029. Please indicate INVOICE #, EVENT NAME, and PLANNER NAME in your payment description in Workday. Please submit a requisition that is specific to each event.**

**.**

**Requester Signature: Date: \_\_\_\_ \_\_\_\_\_\_\_\_\_**

 ***This request form must be signed, or your event will not be processed.***

***By signing this page, you acknowledge responsibility for all rentals and/or services requested on this checklist, including payment for services. Payment information will be included with the invoice from your planner.***

***No substitutions for payment are allowed.***