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Description automatically generated** UPC/HSC FPM EVENTS PLANNING

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

**FPM EVENTS PLANNING CHECKLIST FY26**

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| |  | | --- | | **THINGS TO KNOW:**  1. Anything less than two weeks' notice cannot be guaranteed and **will be charged a $200 late fee**.   2. Checklists submitted after 2pm on Friday will be considered received the following business day (Monday).  Please note, the FPM Events Office is closed on weekends.  3. **OT rates may apply for services conducted outside normal operating hours and the weekend.**  **(Please reference rate sheet for each shop on the website). The application of OT hours and the quantity of OT hours is at the discretion of the shop supervisor.**  4. FPM Events no longer handle 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/compost boxes, standards, vinyl fencing, electrical services, custodial services, landscape services, move-jobs, bicycle rack removals, Zero Waste assistance as well as other services. The Events office can assist with any questions.  6. Indoor/outdoor 3-stream waste bins cannot accommodate event waste.  7. Food vendors must be informed of the expectation to compost/recycle in their kitchen spaces to comply with state laws.  8. Customers hosting catered events with over 100 attendees who choose to arrange their own waste disposal will be billed a $350.00 disposal fee  **9. A deposit is required for checklist processing. Please see page 6 for further details.**  **10. RSO’s must submit 5 weeks prior to event for funding purposes.** | |  | |

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| **EVENT INFORMATION - \*Required** | | | | | | |
| **Name of Event:** | **\*** |  | | | | |
| **Event Permit Number:** | **\*** |  | | | | |
| **Location(s):** | **\*** |  | | | | |
| **Date(s) of Event:** | **\*** |  | | | | |
| **One-Line Event Description:** | **\*** |  | | | | |
| **Zero Waste Event:** |  | Yes: \_\_\_\_ No:\_\_\_\_\_ | | | | |
| **Number of Attendees :** | **\*** | **Number?** \_\_\_\_\_\_\_ **Is Food Being Served?** **Yes**\_\_\_\_ **No**\_\_\_\_ | | | | |
| **Food Being Served Description:** |  |  | | | | |
| ***Ex. Boxed lunch, catered meal, food with reusables, food trucks, etc.***  **NOTE: If “Yes” to above question, please complete either Section 2 and/or 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** | | | | | | |
| |  |  |  | | --- | --- | --- | | **Name:** | **\*** |  | | **Address:** | **\*** |  | |  |  |  | | **Telephone #:** | **\*** |  | | **Cell Phone #:** | **\*** |  | | **Email:** | **\*** |  | | **USC Organization:** | **\*** | Name: | | | | | | | |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1. AIR CONDITIONING/HEATING (Indoor Facilities)**  ***No Charge*** | | | | **“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.*** | | **Dates/times:** | | | **Building/Room Number(s):** | | | On: | | |  | | | Off: | | |  | | |  | | | | | | | | **2. CUSTODIAL INDOOR CLEAN-UP *MANDATORY FOR ALL INDOOR EVENTS***  **$350 self-disposal fee for catered events over 100 attendees who choose to arrange their own disposal.**  **$56.10 per 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):**  *Mandatory for all events with event boxes/food.* Indoor 3-stream waste bins cannot accommodate event waste. |  | |  |  | | | | **Mid-Event Restroom Cleanup:**  *(Cleaning and restocking on a scheduled basis) i.e., Clean up at 2:00pm, 4:30pm, 6:00pm* |  | |  |  | | | | **Standby Custodian\_\_\_ Police restrooms\_\_\_**  *(On-site at all times, or may check restrooms throughout the event at specific intervals)* |  | |  |  | | | |  |  | |  |  | | | | **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.** | | | | | | | |  | | | | | | | | **3. LANDSCAPE - OUTDOOR CLEAN-UP–*MANDATORY FOR ALL OUTDOOR EVENTS:* $350 self-disposal fee for catered events over 100 attendees who choose to arrange their own disposal.**  **$55.33 per hour – Overtime required for weekend or after hours (After 4pm M-F)** | | | | **“X” if Services Requested** | |  | | **Diagram Required** | ***Date*** | | ***Time*** | ***Specific Location(s)*** | | | | **Pre-Event Clean-up (Includes general litter cleanup, empty bins, M-F by 11am). If need wash, leaf blow/rake, must be specifically requested, completed by 7am.** |  | |  |  | | | | **Post-Event Cleanup – (*Mandatory for all events with event boxes and/or food),*** Outdoor 3-stream waste bins cannot accommodate event waste. ***Note: Any request for after 4pm will be completed early the following morning.*** |  | |  |  | | | | **Boxed Lunch (Indicate with an X next to yes/no)** | ***Yes:*** | | ***No:*** |  | | | | **Hose/Spigot needed (Indicate with an X next to yes/no)** | ***Yes:*** | | ***No:*** |  | | | | **4. ATHLETIC FIELDS: $57.42 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 event boxes and/or food)*** |  | |  |  | | | |  | | | | | | | | | | | | | | | |
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| **5. ELECTRICAL SERVICES: \*\*Diagram required with electrical locations\*\***  **$98.23 per hour – OT hours may apply for work conducted after 3pm and weekends** | | | | **“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)***  ***\*Note: Additional equipment (spider boxes, cable ramps, etc.) may be used for proper setup, as determined by the technicians. This could result in additional equipment rental charges.*** | **Amount** | **Location** | **Set up Date/Time** | | **Breakdown Date/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 all items that will require power:** | | | | | |

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| **6. HEAVY EQUIPMENT *(Removal of bike rack, benches, exterior metal tables etc.).* Pictures of the area of the bike racks, benches, 3-stream bins, chains, etc. that are to be removed/replaced are required along with a diagram.**  **$71.17 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.*** | ***Date*** | ***Time*** | ***Location – How many?*** | |
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|  |  |  | |
| **Return**  ***(Of removed items)*** | *Date* | *Time* | *Location* | |
|  |  |  | |
|  |  |  | |
| ***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. ZONES – \*\*\*\*Fountain Daily Normal Operations 7AM – 7PM\*\*\*\*\***  **$83.05 per hour. \*\*Note: If need drain covers (McCarthy Quad), please discuss with your planner\*\*** | | | | **“X” if Services Requested** |  |
| **Fountain Off/ON** | ***Date*** | ***Time OFF*** | ***Time ON*** | ***Fountain Location/s*** | |
|  |  |  |  | |
| **Fountain Turned Down** | ***Date*** | ***Time DOWN*** | ***Turn on Normal*** | ***Fountain Location/s*** | |
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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.***  **$66.66 per hour – OT hours apply for requests after 1:30pm and for weekends** | | | | | **“X” if Services Requested** |  |
|  | ***Sprinkler Service Date*** | ***Time Off*** | ***Time Back On*** | ***Location/s (Be Specific) if multiple, list each*** | | |
|  |  |  |  | | |
| ***IR Lines Mark Date*** |  |  | ***Diagram Required*** | | |
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| **Note:**  To guarantee the area will be dry for your event, we strongly recommend you request to have IR shut off around your event. Additionally, it is strongly recommended to avoid staking and to utilize sandbags and or water barrels for tenting**, if you are conducting ANY kind of staking of equipment, IT IS REQUIRED to have the area marked for IR lines. It is also REQUIRED to keep a distance of 24 inches from each side of the marked line and 24 inches from any hardscape.** If a mainline is struck by a stake within 24 inches you will be responsible for any costs associated with the shut off and repair of the line. | | | | | | |

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| **9. SPECIAL SERVICES** **(move jobs, room set-up, special requests)**  **$48.29 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** | |  |
| **IMPORTANT! If you are working with a vendor directly on an installation that requires staking, it is required that you have the area marked for IR/EL lines to avoid damage. If you have a vendor bringing in large equipment, they are not allowed to drive on grass unless they lay down plywood. You will be responsible for any damage to the landscape. Please list the vendor(s) below.** | | | | | |
|  | **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 |  |
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| * **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 **213-740-6833**. ***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** |  |  |  | | |
| **PICK-UP**: |  |  |  | | |

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| **RENTAL ITEMS** | **COST** | **QTY** | **ADDITIONAL NOTES** |
| 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 |
| CRUE President’s Podium – Must Check or Circle One **Wooden\_\_\_\_\_\_\_** **Acrylic\_\_\_\_\_\_** (plus delivery) | --------- |  | Approval REQUIRED. Please email: adamr@usc.edu Must provide Podium placement on diagram. |
| FPM Podium – with Seal. Must Check or Circle One **Wooden\_\_\_\_\_\_\_** **Acrylic\_\_\_\_\_\_** (plus delivery) | $85.00 |  | Must provide Podium placement on diagram. |
| FPM Sign Standards – White Wooden 6’ high (plus delivery) | $27.50 |  | ($100.00 fee for each lost or damaged item ) Will be counted on pickup. **If not at specified pickup location, additional charges will apply.** |
| **Event Boxes**  ***Zero Waste events must order a minimum of 1 of each box (trash, recycle, compost) placed side-by-side for easy sorting*** | | | |
| **FPM Trash boxes, (Black)** – (plus delivery)  **NOTE: Requires post-event clean up (page 2 & 3).** | $12.00 |  | Delivery extra – Set up with 1 liner unless additional requested. |
| FPM Compost boxes (Green) – (plus delivery)  **NOTE: Requires post-event clean up (page 2 &3).** | $12.00 |  | Delivery extra – Set up with 1 liner unless additional requested. |
| FPM Recycle boxes, (Blue) - (plus delivery)  **NOTE: Requires post-event clean up (page 2 & 3)** | $12.00 |  | 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. |

**\*\*\* 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.**

**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** **United Site Svc 1st Jon Rentals**

USC@bright.com kdoherty@townandcountry.com Sam.Attaei@unitedsiteservices.com 877-566-8646

310-202-0011 snega@townandcountry.com619-403-0209 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.
* Food vendors must be informed of the expectation to compost/recycle in their kitchen spaces to comply with state laws. SB1383 (Mandatory Composting Law) & AB 341 (Mandatory Recycling Law)

**EVENT signature and payment approval**

**PAYMENT FOR YOUR EVENT: A deposit Requisition ISD of $250 is required to process your checklist. Please use this checklist as your documentation for the ISD requirement. Please use ISP 029 for Events in Workday. The ISD will not be charged until after you receive a final invoice from your planner. Please note, the requested services will not be scheduled until the deposit ISD information is provided and verified approved in Workday.**

**In the memo field in Workday when creating the ISD, please include: Ready ID #, Event Name, Date of Event. Also, please select “Blanket Requisition” in unit of measure in the line item section.**

**Please note: We no longer accept check payments. If you do not have access to Workday to create an ISD, please work with a USC partner/department or sponsor to assist with the ISD creation.**

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

***By signing, you acknowledge responsibility for all policies and services requested on this checklist, including payment for services.***