

RESPONSIBILITY MEMO

TO:

FROM:

DATE:

SUBJECT (EVENT NAME):

Per our discussion, please find a detailed list of responsibilities for University Events (UE) and *Client Department Name*.

Time:

Date:

Location:

Number of Guests:

Invitations:

RSVPs:

Venue:

Program:

Catering:

Floral:

Décor:

Rentals:

Entertainment:

Audio/Visual:

Parking:

Security:

Photographer:

Physical Plant:

Walkie-talkies:

**President's
Calendar:**

**Check-in:
Student Staff:**

Events Staff:

Signage:

Billing:

If you have any questions or changes, please contact me at **213-740-6786**. Otherwise, please approve this responsibility memo by signing and dating below, and faxing this form back to me at **213-740-5934**.

**USC Office of Cultural Relations
& University Events**

Accepted by:

Event Manager

[Authorized Signature and Title]

Date

Date

cc: