# 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 Accepted by:**

**& University Events**

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Event Manager [Authorized Signature and Title]

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# Date Date

cc: Jennifer Ammons